

## **SCHOOL DISTRICT #22 (Vernon)**

### **JOB DESCRIPTION**

**Position: Meals Coordinator**

**Job No: 108A**

**POSITION SUMMARY:** Under the supervision of the Administrator, coordinate the operation of the school meals program including distributing food, monitoring students, working with volunteers and maintaining records.

#### **POSITION DUTIES AND RESPONSIBILITIES:**

Sort lunches to division categories and ensure timely distribution to participants

Ensure health regulations are followed

Ensure unused portions are sorted and stored according to health regulations

Ensure work place is maintained according to health regulations

Student Supervision including explaining procedures to helpers/runners

Photocopy and distribute monthly newsletter and program envelop to all students

Receive all monies

Ensure safe keeping of all signed envelopes and monies

Create and maintain records and lists of all participants of program

Communicate with students, staff and others

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Grade 10 Education
- Food Safe Certificate
- Previous experience

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The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Approved and authorized by the Director of Human Resources or designate:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_