

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

Position: Meals Coordinator
Job No: 108A

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

POSITION DUTIES AND RESPONSIBILITIES:

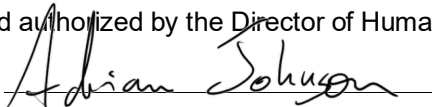
- Cook from scratch breakfasts, snacks, and/or lunches according to the BC School Food Tool Kit using kitchen utensils, cutlery and appliances
- Prepare grab and go or assemble and serve breakfasts, snacks, and/or lunches according to the BC Food Tool Kit
- Assist and/or order/purchase food items for school meals program in consultation with school administration
- Prepare nutritious, child friendly food within a school budget
- Work with students to prepare food for the school meals program
- Student supervision, including explaining procedures to helpers
- Create a stigma free school food environment for students
- Accommodate students' food sensitivities, food allergies, and cultural/religious needs in regards to food
- Plan meals or snacks while considering food allergies, supporting students with diverse abilities and incorporating Indigenous Foods
- Create a supportive food environment in school that allows students to eat well and helps them develop a positive relationship with food thus contributing to their health
- Communicate with students, staff and others
- Ensure health regulations are followed and the workplace is maintained (including appropriate food storage and preparation) according to these standards

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Grade 12 Education
- Food Safe Certificate
- Previous experience working in the food service industry or school environment an asset

The above job description reflects the principal 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: September 29, 2025

Revised: September 2025; January 2009