

SCHOOL DISTRICT #8 (KOOTENAY LAKE)

Job Description

Status: Approved

Date: February 2002

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Job Title

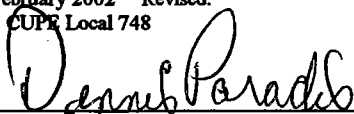
Meal Program Worker

Job Summary:

An employee, under the direction and supervision of the Principal, ensures that meals are ordered from the supplier and distributed to students within the designated school.

Job Requirements:

1. Successful completion of a Food Safe course.
2. Minimum Grade 10 education.
3. Possess a valid B.C. Class 5 Driver's License.
4. Ability to establish and maintain good working relationship with school personnel, parents, students, suppliers and nutritionist.
5. Ability to perform clerical functions (e.g. filing, operating standard office equipment – computer, copier)
6. Ability to maintain records including the collection of lunch monies respecting confidentiality.
7. Ability to promote meals program within the school.
8. Ability to, with minimal supervision, review and distribute menus, collect meal requests and monies, order from supplier, receive and distribute meals within a timely fashion within the school.



9. Must have understanding and knowledge of safe work practices and health regulations.

10. Perform other job related duties as may be assigned.

Job Conditions:

1. Work requires strong organizational and time management skills with strict adherence to time schedules.

