

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: MEAL PROGRAM COORDINATOR

JOB SUMMARY: An employee hired to organize and supervise catered meals for students. This employee is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Food Safe Certificate
4. Minimum of six months' experience in institutional and/or commercial food preparation.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality.
3. Solve problems related to the position.
4. Be self directed, flexible and work independently.
5. Be a role model for students.
6. Operate basic computer programs.

RESPONSIBILITIES AND DUTIES:

1. Design and implement weekly menus for lunches.
2. Order and/or pick up supplies.
3. Coordinate schedules and menus with caterers and/or businesses and maintain records of services.
4. Maintain budget records such as income statements and bank deposits.
5. Supervise the distribution of meals.
6. Perform other job related duties.