

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: January 6, 2026

JOB POSTING #2025-79

The Human Resources Office will accept applications up to **Tuesday, January 13, 2026 - Noon** - for the following position

SCHOOL MEALS PROGRAM WORKER – District

Part-time, temporary district position, 5.5 hours per day, effective immediately until June 30, 2026. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay band 3.

Job Summary

An employee who is responsible to plan and operate a School Meals Program. All school meals workers will work out of one kitchen. Shift times are determined by seniority and qualifications.

Brief Job Description

- a) Prepares meals for students.
- b) Sets up a food service area for receiving lunches and food supplies.
- c) Serves school meals and/or supervises the service of school meals by student volunteers.
- d) Orders food, serving and cleaning supplies.
- e) Prepares grocery lists for vendor supplier and receives deliveries.
- f) Shops for groceries, if required.
- g) Maintains a school meals financial system.
- h) Prepares an annual budget and keeps a monthly balance sheet.
- i) Keeps accurate records of meals requested and served each day.
- j) Contacts and responds to parents regarding School Meals Program concerns.
- k) Liaises with the nutritionist and other outside agencies regarding the School Meals Program.
- l) Cares for leftover food and hygienically maintains equipment and premises.
- m) Reports to the District Principal of Student Support Services regarding the operation of the program.
- n) Plans, prepares and circulates a monthly newsletter.
- o) Maintains a list of children with food allergies.
- p) Supervises the School Meals Program Worker 1.
- q) Performs other related duties as assigned or required.

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Qualifications

- a) Grade 12 or equivalent.
- b) With minimum 3 years' experience in food preparation.
- c) Must have taken an approved food handler's course – i.e. FoodSafe 1.
- d) Must have knowledge of Canada's Food Guide and nutritional requirements.
- e) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- f) Good organizational and inter-personal skills.
- g) Computer literacy and basic computer skills (30 wpm) required.
- h) Bookkeeping experience required.
- i) Must have a good command of the English language and be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- j) Must be physically able to carry out the duties of the position.
- k) Valid driver's license and vehicle required.

**** THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED ****