

## **SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees

**Date:** January 15, 2026

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### **JOB POSTING #2025-83**

The Human Resources Office will accept applications up to **Thursday, January 22, 2026 - Noon** - for the following position:

#### **SCHOOL MEALS PROGRAM ASSISTANT – District**

Part-time, temporary district position, 5.0 hours per day, effective immediately until June 30, 2026. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is pay band 1.

#### **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) Assists in setting up a food service area for receiving lunches and food supplies.
- c) Assists in serving school meals and/or supervises the service of school meals by student volunteers.
- d) Shops for groceries, if required.
- e) Assists in keeping accurate records of meals requested and served each day.
- f) Cares for leftover food and hygienically maintains equipment and premises.
- g) Assists in planning, preparing and circulating a monthly newsletter.
- h) Assists in organizing motivational activities for students, promoting proper nutrition.
- i) Performs other related duties as assigned or required.

#### **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.

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- h) Must have a good command of the English language and be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- i) Must be physically able to carry out the duties of the position.
- j) Valid driver's license and vehicle required.

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

**PLEASE POST**