

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: May 22, 2026

JOB POSTING #2026-15

The Human Resources Office will accept applications up to **Tuesday, May 26, 2026 - Noon** - for the following position:

SCHOOL MEALS PROGRAM ASSISTANT – District

Part-time, continuing district position, 5.0 hours per day, effective September 8, 2026. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is pay is \$24.05 to \$26.12.

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