

#1819899

**Excluded Support Staff Job Description**

**POSITION:** Divisional Nutrition Program – Project Lead

**REPORTS TO:** Director of Curriculum, Assessment, and Professional Learning

**SUPERVISES:** N/A

**JOB SUMMARY:** This position will assist the Director in the oversight and implementation of a Division-Wide nutrition program. The Project Leader will be a key contributor to the development of the Nutrition Program, supervising and overseeing the planning, delivery, evaluation, and reporting on the Division’s Nutrition Program.

**DUTIES AND RESPONSIBILITIES:**

- Work closely with school administrators to assist with school-based delivery of the nutrition program.
- In collaboration with members of the senior administration team or delegates, oversee the budget for the programs, including purchasing food, supplies, and equipment, while ensuring cost-effectiveness.
- Provide guidance, support, and supervision of the expenditures of the nutrition grant funds provided by Manitoba Education.
- Coordinate with other school divisions, suppliers, and vendors to source high-quality ingredients and food items within the allocated budget.
- Assist schools in designing balanced and healthy menus for breakfast/snack/lunch meals, while paying attention to different dietary needs, cultural diets, and preferences.
- Maintain accurate records of meal counts, inventory, and financial transactions.

ADOPTED	REVIEWED	REVISED	PAGE
25/Jun/24			1 of 2
Motion 07-13-24			

- Ensure that the programs adhere to health and safety regulations.
- Collect and maintain data related to program participation.

**QUALIFICATIONS:**

- A background in food and human nutritional sciences is preferred; and/or demonstrated ability and knowledge of various cultural dietary practices and traditions.
- Experience coordinating projects and tracking budgets is an asset.
- Food Handler Certification is required.
- Proven organizational, time management and multi-tasking capabilities.
- Ability to work independently and as a member of various teams.
- Demonstrated competency in use of Word, Excel, and Outlook.
- Strong interpersonal skills, including written and oral communication.
- External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon an offer of employment.

ADOPTED	REVIEWED	REVISED	PAGE
25/Jun/24			2 of 2
Motion 07-13-24			