

#1924960

Excluded Support Staff Job Description

POSITION: School Food Facilitator

REPORTS TO: School Administration in consultation with Divisional Nutrition Program – Project Lead

SUPERVISES: N/A

JOB SUMMARY: The School Food Facilitator within the St. James Assiniboia School Division plays an essential role in the delivery of school nutrition programming. This position supports the preparation and service of breakfasts, lunches and snacks, maintains kitchen and food storage areas, assists with ordering food and supplies, manages inventory, and supports the collection and organization of program data for reporting purposes.

The School Food Facilitator prepares high quality, nutritious meals aligned with Canada's Food Guide, Manitoba's Healthy Food in Schools policy, and the National School Food Policy. The role requires strong adherence to food safety standards, meaningful engagement with students to ensure meals reflect cultural diversity, and accurate record keeping related to purchases, inventory, and program data.

This position is funded through the Universal Nutrition Program.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting, especially working closely with students, poses certain inherent risks. Annual training in risk mitigation may be provided for this position.

DUTIES AND RESPONSIBILITIES:

- Prepare breakfast, lunch and snack.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-26**

- Set menus for breakfast, lunch and snack with the support from the School Administrator, Project Lead and Child Nutrition Council of Manitoba.
- Maintain kitchens, equipment and food prep stations and eating areas daily in accordance with Manitoba Health and Safety Guidelines
- Manage food and supply orders according to food safety standards and health regulations
- Plan purchases within set budgets, track program expenses incurred throughout the school year, and maintain food and supply purchasing records in collaboration with School Administrator.
- Engage continually with students to ensure food reflects the diversity of preferences, requirements and cultural backgrounds within schools.
- Maintain records of food and number of students served each day as well as qualitative feedback from students and parents/caregivers about food served at school.
- Monitor students during food programming for safe behaviour and conduct during eating times (if applicable).
- Performs other support-related duties as required.

QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum of 1-year experience in food preparation
- An understanding of Canada's Food Guide and relevant health and safety guidelines in an asset
- Food Handler Certification is an asset
- Experience or knowledge of working with children is required
- First Aid/CPR or the ability to complete in a reasonable timeframe.
- Criminal Record Search and a cleared Child Abuse Registry Check upon hire
- A Valid Class 5 Drivers License and access to a reliable vehicle.
- An equivalent combination of education and experience may be acceptable to the Division.

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