

#1925507

Excluded Support Staff Job Description

POSITION: Community School Food Facilitator Assistant

REPORTS TO: School Administration

SUPERVISES: N/A

JOB SUMMARY: As part of a Community School the Community School Food Facilitator Assistant reports to and is under the supervision of the school administration to ensure smooth operation of the student nutrition program to provide accessible school nutrition services with the hopes of improving educational opportunities, experiences and outcomes for students at the Community School.

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:

- Assists with the Community School Nutrition programming to provide nutrition to all students and is responsible for menu planning, food preparation, and delivery/service for daily breakfast, lunch and snacks for students.
- Assists with weekly grocery shopping to facilitate the program.
- Connects and builds positive relationships with all students, staff, families and school community volunteers.
- Assists with maintaining a community kitchen in accordance with Manitoba Health and Safety Guidelines
- Performs other support-related duties as required.

ADOPTED	REVIEWED	REVISED	PAGE
25/Jun/24		25/Aug/26	1 of 2
Motion 07-06-24		Motion 13-07-26	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-28****QUALIFICATIONS:**

- High School Diploma plus experience or specialized certificate/diplomas (Food Services).
- Experience in the food services industry cooking in a cafeteria setting.
- Excellent organizational, interpersonal, and communication skills.
- Ability to be a self-starter, and to work well with minimal supervision.
- Ability to work collaboratively with staff, students, parents, families, and school community volunteers
- First Aid/CPR or the ability to complete in a reasonable timeframe.
- A Valid Class 5 Drivers License and access to a reliable vehicle.
- A Food Handler's Certificate.
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
25/Jun/24		25/Aug/26	2 of 2
Motion 07-06-24		Motion 13-07-26	