

#1819485

**M.A.N.T.E. Staff Job Description**

**POSITION:** Community Connector Assistant

**REPORTS TO:** School Administration

**SUPERVISES:** N/A

**JOB SUMMARY:** The Community Connector Assistant supports the Universal Nutrition Program at Brooklands School. Reporting to and 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 Brooklands School.

**POTENTIAL EXPOSURE TO VIOLENCE:**

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

**DUTIES AND RESPONSIBILITIES:**

- Supports the Universal Accessible 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 and families.
- Keeps inventory of stock/produce and cleaning chemicals to ensure a clean kitchen environment.
- May assist/participate in events and activities related to the Community Schools Program.

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

- Performs other support-related duties as required.

**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 communities.
- Ability to work effectively with students experiencing behavioral challenges and handle confidential information.
- Current Non-Violent Crisis Intervention and 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.
- Availability to work evenings and weekends on occasion to support programming.
- An equivalent combination of education and experience may be acceptable to the Division.

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