

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.13
SECTION:	RELATIONS		
POSITION:	ROLE OF NUTRITION WORKER		

1. **Immediate Supervisor:** Principal

2. **Primary Function**

The Nutrition Worker assists in the direction, management and supervision of the school nutrition program. The Nutrition Worker promotes the development of sound nutritional practices and maintains a safe and sanitary environment. The Nutrition Worker ensures the smooth and efficient operation of school food services for ultimate health, comfort, and benefit of the students. The Nutrition Worker maintains an atmosphere of efficiency, cleanliness and friendliness in which students are served nutritious meals.

3. **Minimum Qualifications**

- 3.1 High school diploma or equivalent with experience in food services.
- 3.2 Candidates must possess a valid Saskatchewan vehicle operator's license.

4. **Knowledge, Skills and Abilities**

- 4.1 Knowledge of menu planning, food purchasing and preparation of foods in a food service environment.
- 4.2 Strong organizational, communication and interpersonal skills.
- 4.3 Ability to work well with people especially children and maintain a pleasant and positive attitude. Must be extremely flexible.
- 4.4 Ability to deal sensitively and fairly with persons from diverse cultural backgrounds.
- 4.5 Ability to work from written instructions.
- 4.6 Ability to meet public effectively and work cooperatively with school administration and staff.
- 4.7 Ability to quickly learn procedures used to report information and maintain records.
- 4.8 Ability to manually move, shelve, stack, or raise from floor to table or serving area heavy objects (pots, pans, trays, and food supplies) weighing up to forty (40) pounds.
- 4.9 Ability to prepare required written reports.

5. Performance Responsibilities

- 5.1 Management of the entire operation of Food Services in cooperation with the Principal or designate.
- 5.2 Coordinate and/or prepare healthy and nutritious breakfasts, lunches and/or snacks.
- 5.3 Purchase food and supplies.
- 5.4 Clean utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- 5.5 Conduct classes for parents, students and other community members on such topics as nutrition, food preparation and food buying on a budget.
- 5.6 Train and coordinate volunteers from among the parents and community to assist with the program.
- 5.7 Establish and maintain good relationships with school staff.
- 5.8 Implement the provincial and federal guidelines for the school breakfast and lunch program.

6. Terms of Employment

- 6.1 Academic Year

7. Confidentiality

- 7.1 At no time should the Nutrition Worker discuss in public information pertaining to employees, students or the operation of the school division. The Nutrition Worker is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

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