

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 480.13
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 Food Safe Level 1 Course.
- 3.3 Candidates must possess a valid Saskatchewan vehicle operator's license.
- 3.4 Workplace Hazardous Materials Information System (WHMIS).

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 students and families and maintain a pleasant and positive attitude.
- 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 quickly learn procedures used to report information and maintain records.
- 4.7 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.
- 4.8 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 Establish and maintain good relationships with school staff.

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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