

**SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE: SCHOOL MEALS PROGRAM COORDINATOR**

**QUALIFICATIONS:**

1. Completion of secondary school, coupled with successful completion of the Foodsafe Basic Level Course or be willing to undertake the course and have some related experience.
2. A demonstrated aptitude for the work to be performed.
3. Demonstrated ability to effectively work and communicate with young students, teachers and other adults.
4. An ability to keep a simple set of books.
5. Appreciation of the confidential nature of all information relating to students, parents and teachers.

**RESPONSIBLE TO:** School Administrative Officers and Community LINK Coordinator

**SUPERVISES:** N/A

**JOB GOAL:** To provide a well organized, smoothly functioning school lunch program.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides feedback on upcoming menus to the caterer and administration on a regular basis.
2. Ensures menus are printed and distributed to all students.
3. Oversees the collection of monies from the students and balances with receipts.
4. Determines the monthly parental contributions, based on a set per meal amount, and prepares monthly consent forms for distribution to students.
5. Keeps track of lunch program participants.
6. Assists in duties relating to the supervision of students.
7. Helps with the meal service and clean up of the serving area after each meal.
8. Monitors the amount of food consumed as well as the students likes and dislikes.
9. Ensures the correct number of servings required is communicated to the caterer for ordering.
10. Reports the progress of the program to the administrator and Community LINK Coordinator and prepares input for the year-end report for the Ministry.

**TERMS OF EMPLOYMENT:** Ten months per year when students are normally at school for the full day.

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EVALUATION

DATE: March 17, 2017

JOB TITLE: School Meals Program Coordinator

Factor	Degree	Points	Substantiating Data
1. Knowledge	2	30	Less than Grade 12 with courses up to one year or Grade 12.
2. Experience	1	15	Up to and including three months.
3. Judgement	2	20	The job requires the application of established methods or procedures. Work may involve a choice of methods.
4. Mental Effort	2	20	Frequent periods of short duration; or occasional periods of intermediate duration.
5. Physical Effort	2	12	Light activity of intermediate duration; or medium activity of short duration.
6. Dexterity	1	6	Employee is required to perform tasks that demand minimal accurate coordination of fine or coarse movements. The required manual tasks are such that above average speed is not required.
7. Accountability	3	30	Actions could result in significant loss of time, resources; or cause some embarrassment within the department or organization.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9. Supervision of Others			
10. Contacts	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
11. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; or major conditions with little exposure.
TOTAL POINTS		199	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_