

Position: Nutritional Program Assistant

Department: All Schools (Distribution centralized via SVRSS Culinary Arts)

Reports To: SVSD Principals and SVRSS Culinary Arts Teacher

JOB SUMMARY

The Nutritional Program Assistant supports the daily operation of the division's school nutrition program by assisting with food preparation, sanitation, logistics, and delivery of meals to schools and programs throughout the division. This position plays a vital role in ensuring students have reliable access to nutritious meals in a clean, safe, and efficient manner, while adhering to Workplace Safety and Health standards and provincial food safety regulations.

PRIMARY RESPONSIBILITIES

- Assist with food preparation tasks, including washing, cutting, measuring, portioning, and assembling meals in accordance with established nutritional guidelines.
- Wash dishes, utensils, trays, pots, and pans using commercial dishwashing equipment.
- Maintain a clean, organized, and sanitary kitchen environment, including food preparation surfaces and equipment.
- Transport prepared meals to designated schools and programs according to established schedules, ensuring safe handling and appropriate food temperatures.
- Transport divisional internal mail as required.
- Maintain accurate delivery and distribution logs.
- Assist with receiving, unpacking, and properly storing food and supply deliveries.
- Communicate and coordinate effectively with kitchen staff, school administrators, and other SVSD personnel.
- Report supply shortages, safety concerns, or equipment issues promptly to the SVRSS Culinary Arts team.
- Follow all food handling, storage, sanitation, and hygiene standards in compliance with provincial health regulations.
- Adhere to Safe Work Procedures and contribute to a safe workplace as outlined in the Workplace Safety and Health Program.
- Perform duties independently with minimal supervision, following daily schedules and completing assigned tasks efficiently.

POSITION QUALIFICATIONS

Required Education and Experience

- Food Safe Certification
- WHMIS Certification
- Valid Class 5 Driver's License

Required Knowledge, Skills, and Abilities

- Knowledge of food safety and sanitation practices.
- Ability to assist with food preparation and basic meal production.
- Ability to clean and sanitize kitchen equipment, utensils, and work areas effectively.
- Ability to monitor inventory levels and identify supply needs.
- Understanding of and commitment to Workplace Safety and Health procedures.
- Ability to follow established routines while adapting to changing priorities.

Preferred Qualifications

- Previous experience in food service, commercial kitchen operations, or institutional food preparation.

Competencies

Organizational

- Teamwork and Collaboration: Works cooperatively with colleagues and divisional staff to support program goals.
- Communication: Communicates clearly, respectfully, and professionally with a variety of stakeholders.
- Adaptability: Responds effectively to changing tasks, schedules, and work environments.
- Initiative: Demonstrates reliability and self-motivation with minimal supervision.

Role Specific

- Food Safety and Sanitation: Consistently applies food safety practices and health regulations.
- Safety Compliance: Actively follows and supports Safe Work Procedures.
- Nutritional Program Support: Demonstrates commitment to ensuring students have access to nutritious meals.

- **Logistical Reliability:** Ensures accurate, timely, and safe delivery of meals and mail.
- **Attention to Detail:** Monitors inventory, storage, and cleanliness standards.
- **Professionalism:** Maintains a respectful and courteous demeanor when interacting with school-based staff during deliveries.

Work Conditions

Physical Demands

- Ability to lift up to 40 lbs.
- Ability to stand for extended periods.
- Physical exertion related to food preparation, cleaning, and transporting meal containers.

Environment

- Combination of commercial kitchen setting and delivery vehicle.