

# SWAN VALLEY SCHOOL DIVISION

invites applications for a

## Nutritional Program Assistant

<b>Posting #</b>	SVR2026-14	<b>FTE/Hours:</b>	7.0 hours/day
<b>Posting Date:</b>	April 27, 2026	<b>Location:</b>	SVRSS
<b>Posting Close Date:</b>	May 1, 2026	<b>Start Date:</b>	September 8, 2026
<b>Permanent/Term:</b>	Permanent	<b>End Date:</b>	NA
<b>Job Description:</b>	AP830B	<b>Salary:</b>	\$19.41/hour + 4% VP

### CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Check, including the Vulnerable Sector and Child Abuse Registry Check

### QUALIFICATIONS

#### REQUIRED:

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

#### PREFERRED:

- A Grade 12 diploma.
- Previous experience in food service, commercial kitchen operations, or institutional food preparation.



Application must quote the posting number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to [hr@svsd.ca](mailto:hr@svsd.ca).

*The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.*

*Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).*