



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	School Meal Coordinator
Department	Learner Support Services
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Principal/Designate, the School Meal Coordinator is responsible for coordinating the provision of school lunches; and working as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures.

TYPICAL DUTIES

- Types monthly letters and order forms for parents; distributes and collects completed; calculates orders; adjusts as required; compiles and prepares individual class summaries (i.e. numbers, participants)
- Ensures security of funds; records contributions, totals and remits funds to Secretary-Treasurer bi-monthly; prepares monthly contribution summary (i.e. lunches received, participants, total contributions)
- Meets with Health Unit Nutritionist re: lunch handling and selection
- Places orders with supplier; verifies receipt of goods; sorts into classroom bins; distributes and monitors; receives class participant list and returned bins; cleans and sanitizes bins; stores extra lunches and/or distributes to other students
- Operates standard office equipment including computer (word processing), photocopier, adding machine, telephone
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of Grade 12 or equivalent including an introductory course in personal computers
- Completion of Food Safe
- Skill-testing exam(s) may be administered as part of the evaluation process.

REVIEWED BY

Title

APPROVED BY

Title