

TITLE: Lunch Program Coordinator  
SECTION: District  
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, provides support to the school meals program.

DUTIES:

1. Plans, prepares and processes daily orders for meals.
2. Arranges for ordering or purchase of supplies and/or pick-up and delivery of meals and receives, processes and stores supplies.
3. Distributes meals to students and ensures clean-up is completed.
4. Maintains records as required.
5. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12 or completion of Grade 11 supplemented by an additional vocational program.
- The Food Safe Program.

Skills - the applicant must have

- A knowledge of appropriate food handling skills and the ability to prepare large quantities of food.

Experience - the applicant must have

- Experience in a working with children for a period of up to 1 month.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.
- Be familiar with the BC Healthy Schools Guidelines.

Revised: April 23, 2008

## APPENDIX G

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**

(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101****ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	33 - Lunch Program Coordinator
LOCATION:	Schools
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	3	1	3	3	3	3	2	1	1	1	1
Total Points	204										

RATING CLASSIFICATION: LEVEL	5
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