



School Meals Assistant

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OVERVIEW

Under the supervision of the Administrator and in conjunction with the CommunityLINK Facilitator, the School Meals Assistant delivers the School Meals Program at a particular school location.

POSITION DESCRIPTION SCHOOL MEALS ASSISTANT

SMA – 1

Monitors quality of meals, ensuring FoodSafe standards are met, and assists in meal preparation as required.

SMA – 2

Co-ordinates the receiving and distribution of meals; sets up the serving area and organizes clean-up after meals are distributed.

SMA – 3

Provides advice, guidance, instructions or directions to employees or students and develops work methods, procedures or standards.

SMA – 4

Notifies parents regarding School Meal Program contributions, collects and records meal program payments, as applicable, and prepares and submits bank deposits as required.

SMA – 5

Records and maintains a variety of confidential materials such as program correspondence, program materials, daily audit sheets, monthly accounts on student enrollment, forms, reports, requisitions and memoranda from written material.

SMA – 6

Provides lunch program information and assistance regarding menus to parents, students, the public and District staff by telephone or in person.

SMA – 7

Establishes a positive rapport with students and enhances program awareness through the creation of bulletin board displays and parent newsletters.

SMA – 8

Inputs information from a variety of source documents utilizing various computer programs.

SMA – 9

Contacts District staff members, organizations, or the public to request information or materials; contacts CommunityLINK Facilitator to discuss issues regarding the Meal Service.

SMA – 10

Performs other assigned, comparable or transient duties which are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS
SCHOOL MEALS ASSISTANT**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent</p> <p><i>OTHER RELATED COURSES</i></p> <p>Current Food Safe Certificate</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Six (6) months specific food service and/or food handling experience</p>
KNOWLEDGE	<p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Basic knowledge of computers</p> <p>Basic knowledge of composing business correspondence</p> <p>Knowledge of the safe and proper use of cleaning agents and techniques</p>
SKILLS AND ABILITIES	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Ability to handle cash, maintain receipts and appropriate financial records</p> <p>Ability to provide information and assistance by telephone and in person</p> <p>Ability to supervise students</p>

	Use appropriate measures to ensure the safety of cash
	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Ability to work independently with minimal supervision</p> <p>Patience</p> <p>Flexibility</p> <p>Responsibility</p> <p>Ability to work in a team/school setting</p> <p>Oral communication skills including the ability to relate to students, staff and the public</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Creativity/Innovative</p> <p>Ability to apply appropriate methods, procedures and policies</p> <p>Ability to document and summarize information</p> <p>Ability to develop work methods</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Organizational skills</p> <p>Ability to pay close attention to detail</p> <p>Ability to manage time appropriately</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Physically able to occasionally lift up to 18 kg (40 lbs) and operate related equipment</p>

	Able to work in a highly active physical environment Able to handle all foods (i.e., no health related issues)
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June 2017