

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION**

JOB TITLE: Meal Program Coordinator **DATE:** May 1998
REVIEWED: April 22, 2005

PAY GRADE: **LOCATION:** Elementary Schools

SUMMARY: Coordinates and administers the School Meal Program. Some minor food preparation is required.

DUTIES:

1. Plans menu in consultation with the caterer and circulates same. Accepts meal requests and payments. Orders and/or prepares appropriate meals. Upon receipt, checks each classroom to ensure that meals arrive as ordered (e.g. appropriate temperature if hot lunch, conformance to allergy and religious requirements). Verifies that billing is correct. Purchases food stuffs and food related supplies. Ensures proper handling of food.
2. Advises caterer of errors and/or concerns re: quality or selection of meals. Conducts unannounced inspections/spot checks of the Contractor's facilities and/or preparation of food products.
3. Ensures equipment and utensils are clean and tidy and meet sanitary regulations; secures leftovers.
4. Coordinates student volunteers.
5. Maintains a basic set of accounts including recording income and entering invoice amounts of lunches ordered. Submits revenue and verified invoices to District Office and submits annual reports to the Ministry.
6. Contacts parents when NSF cheques received.
7. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 supplemented by six (6) months experience in the administrative/clerical field including demonstrated ability to perform basic bookkeeping.
2. Possession of a B.C. Foodsafe Certificate.
3. Basic knowledge of computers.
4. Ability communicate effectively and harmoniously with staff, students, parents, contractors and visitor

JOINT COMMITTEE MEMBER'S SIGNATURES:
