

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

**JOB TITLE:** Food Support Coordinator

**NEW:** May 2024

**PAY GRADE:**

**LOCATION:** Riverside Centre  
Elementary Schools

**SUMMARY:** Under the direction of the Program Manager, assists in the planning, implementation, and support of a District-wide food program. Work includes meal planning, food/supplies procurement, distribution, and program support.

**DUTIES:**

1. Assists in the planning of monthly breakfast and snack plans for all elementary locations, noting any specific school-based dietary restrictions.
2. Coordinates centralized ordering of breakfast and snack foods and facilitates delivery and/or delivers supplies to schools. Supports the acquisition and distribution of donations for school food programs.
3. Sources and shops for items not available for online purchase.
4. Verifies with schools that food items have arrived as ordered, and that related invoicing is accurate. Responds to concerns with the quality or quantity of food provisions.
5. Receives and codes invoices for authorization and payment.
6. Maintains records of and reports on expenditures within an approved budget.
7. Collects and reports data related to student participation in district food programs.
8. Liaises with school-based staff involved in food programs to ensure adequate food inventory and food preparation or serving supplies, such as utensils, small appliances, bowls, etc.
9. Assists with and participates in presentations to schools and district staff on food programs. Coordinates resources to schools on safe, nutritious, and effective food programs.
10. 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 plus specialized course work in nutritional studies.
2. Minimum 1 years' experience in administrative coordination and procurement practices.
3. Possession of a valid B.C. FoodSafe Certificate.
4. Sound knowledge of food suppliers and ordering protocols.

5. Proficiency with office equipment, computers and a variety of spreadsheet, word processing and presentation software (Excel, Word and PowerPoint).
6. Ability to organize and prioritize high volumes of work, while maintaining attention to detail and accuracy.
7. Ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
8. Valid BC driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:
