

TITLE: COORDINATOR SCHOOL FOOD PROGRAMS
SECTION:
REPORTS TO: Department of Learning Services

#121

SUMMARY

Under the general direction of the Dept. of Learning Services develop, coordinate, implement and maintain school meal, snack, cooking, salad bar, and garden programs for designated schools within Nanaimo-Ladysmith Public Schools.

DUTIES

1. Develop school meal, snack, cooking, and gardening programs that comply with Ministry guidelines, District Policy, and community needs.
2. Assist/prepare funding applications and grant proposals required to fund and maintain school meal, snack, cooking, salad bar, and garden programs for designated schools.
3. Liaison with community partners and School District Foundation to ensure the financial sustainability of the school meal, snack, cooking, salad bar, and garden programs for designated schools.
4. Implements and coordinates school meal, snack, cooking, salad bar, and gardening programs for identified schools.
5. Analyzes costs, nutritional content, and the effectiveness of meal, snack, cooking, salad bar and garden programs.
6. Assists new School Food Program Planner hires with any required information related to position.
7. Assist in selection of contracted food providers and monitors those contracted providers to ensure all mandatory requirements are being met.
8. Monitors and makes recommendations related to the quality, cost, staffing, and nutritional content for each program.
9. Monitors each program to ensure Food Safety and Sanitation plans are being followed, and all food suppliers are approved.
10. Makes reports and recommendations to the Department of Learning Services regarding School Meal Program policies and procedures and assists in the development of such policies and procedures.
11. Utilizes a personal computer composing correspondence, reports, and documents and maintains a filing system.
12. Approves all invoices that are generated by contracted food and related service providers.
13. Assists in maintaining website content for School Food page.
14. May on occasion be required to perform other duties as assigned.

QUALIFICATIONS

- High School (Grade 12) graduation plus completion of a two year program In nutrition, health, or food preparation or equivalent
- Food Safe Certificate Level 1 and 2
- 2 years experience in food preparations, cooking class instruction, and community gardening
- 4 years experience in program development, coordination, management, or an equivalent combination of training and experience
- Current knowledge of food service, food security, and Ministry of Health and Ministry of Education Guidelines for food and beverage sales.
- Demonstrated organization, interpersonal and communication skills.
- Ability to work with minimal supervision