

**TITLE:** SCHOOL FOOD PROGRAM PLANNER  
**SECTION:** School Meals  
**REPORTS TO:** School Principal

**#122**

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## **SUMMARY**

Under the direction of the School Principal and/or in conjunction with the Coordinator of School Food Programs, develop, prepare, and maintain a school meal or snack program in a school location.

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## **DUTIES**

1. Develop school meal and/ or snack menu that complies with Ministry guidelines, District Policy, and community needs.
  2. Responsible for ensuring all menu items have a recipe cost analysis with completed instructions.
  3. Develop menus that fit within allotted food budget provided by School Principal.
  4. Liaise, as required, with First Nation Band Council, parents, volunteers, teachers, community partners, and support staff.
  5. Prepare, place, and receive orders from approved food suppliers. Prepare orders based on weekly usages.
  6. Prepare and serve meal and/or snack food from the approved menu as required.
  7. Assist with related food programs such as salad bars, cooking classes, and gardens as required.
  8. Responsible for maintaining Food Safety & Sanitation Plan, including daily, weekly, and monthly cleaning requirements.
  9. Provide direction/supervision of students and/or volunteers involved in the School Meal Program.
  10. Retains receipts, records, and other required documentation for submission and/or file as required by School Principal and/or Coordinator of School Meal Programs.
  11. May on occasion be required to perform other duties as assigned.
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## **QUALIFICATIONS**

- Completion of Grade 11 or equivalent
- Food Safe Certificate – Level 1
- Knowledge of Food Safety and Sanitation Plans
- 2 years experience in cooking for large groups in a restaurant, school, or community environment
- Experience with food suppliers
- Ability to cost out recipes and work within a set budget
- Basic computer knowledge (Microsoft Excel)
- Demonstrated ability to provide direction/supervision to others
- Ability to consult with school staff, parents, the First Nations Band Council, and the First Nations Community
- Ability to lift and move stock items and equipment