



Position Title: Nutrition Support Worker
Division: Community Services
Department: School Nutrition
Location: Various

Position Summary

Demonstrate what a healthy relationship with an adult looks like by acting as a caring and compassionate role model within the School Community. Deliver nutrition programming to children and youth in the school. Performs a variety of responsible food service activities including preparation and service of food items; maintains food preparation area, food service utensils, equipment facilities, and services areas in a clean and sanitary manner.

Key Accountabilities

Administration

- Coordinate creative menu preparation that reflects the diversity of the school community.
- Maintain accurate records and submit completed records to program office.
- Receive food orders and use appropriate inventory management.
- Assist in coordinate of the nutrition program(s) registration process.
- Provide accurate and timely program reporting on food delivery, quality, and community satisfaction.
- Attend workshops, in-services, or organization meetings for continued professional growth.
- Ensure compliance with all e4c policies and procedure, including appropriate statutes and regulations (i.e. public health)

Program Delivery

- Prepare daily meal (and/or snack) and ensure prompt delivery and service to students.
- Plan and place food orders in a timely manner.
- Ensure safe food handling and proper sanitation practices and regulations are being followed,
- Ensure that e4c values are exemplified in your relationships with children and staff at the school –i.e. compassion for every individual, building positive relationships with children and school community.
- Demonstrate a trauma sensitive approach to work.
- Demonstrate qualities of a healthy role model, and a safe and welcoming environment for children.
- Be a positive community building contact for students, school staff, and caregivers.
- Encourage students to try new menu items and make healthy choices.
- Transport food and food supplies as necessary.
- Other duties as required.

Cleaning/Maintenance

- Maintain clean and sanitary food preparation area, utensils, and equipment.
- Check and ensure food services equipment, appliances, and storage containers meet and maintain hygienic and safe standards.
- Daily screening and PPE, face mask, gloves and apron, required for each shift and school location.
- Training will be provided to ensure AHS, individual school and OHS protocols from Alberta Government are being followed.

Education and Certifications

- No education required
- Alberta Food Safety Basics Certificate.
- Food Safety Alberta Certification.

Experience

- No Experience required, willing to train
- Food handling experience an asset
- Experience working with children and diverse communities an asset.
- Volunteer experience within a School or Community relating to children an asset.

Competencies

- **Teamwork** - the ability to work cooperatively, respectfully and effectively with staff, colleagues, and stakeholders to achieve collective results.
- **Personal Effectiveness** – the ability to demonstrate skills, knowledge and an attitude that enable them to effectively carry out the job and to maintain personal health over time.
- **Quality** - Provides exceptional customer service and high quality nutrition programming, while seeking ways to improve and enhance.
- **Commitment to Values of e4c** – ability to demonstrate compassion for every individual and strives to build positive relationships with children and the school community.
- **Professionalism and Accountability** – ability to demonstrate enthusiasm for and commitment to nutrition program and accepts responsibility for personal actions.
- **Service Orientation** – an understanding of clients’ needs and strives to meet expectations. Highly motivated, dedicated, and compassionate individual; enjoys working with children.
- **Relationship Building** – ability to identify and initiate working relationships and to develop and maintain them in a way that is of mutual benefit to both the client and e4c, ability to demonstrate what a healthy relationship with an adult looks like by acting as a caring and compassionate role model.

Supervision

- No supervisory responsibility.

Reporting Relationships

Reports To:	Program Coordinator
Direct Reports:	None
Internal Relationships:	Managers, Employees

Working Conditions

Schedule

- This position is a part-time position during regular weekday business hours.
- Willing to work flexible hours within a school type schedule, 15-30 hours per week.

Work Environment

- Work takes place within a school.
- Requires constant attention and concentration.
- Interaction with internal clients on a daily basis.
- Deliver food to multiple locations within a school.

Physical Demands

- Lifting and carrying from generally 0 to 40 lbs.
- Involves sitting, walking, standing and bending on a regular basis.
- Ability to climb stairs.
- Ability to be exposed to chemical (for cleaning).

Autonomy

- Decisions generally affect day to day clients in the program.

Salary Scale

Group A

Acknowledgement

Employee Signature:

Date:

Supervisor or Manager Signature:

Date: