



EMPLOYMENT OPPORTUNITY

DEPARTMENT: SIKSIKA BOARD OF EDUCATION

DATE POSTED: August 30, 2024

PRESCREENING: TBD

DEADLINE: TBD

INTERVIEW DATE: TBD

POSITION TITLE: School Nutrition Program Attendant

HOURS: 20 Hours/Week

SALARY: \$17.30/Hour

TERM: 10-month term

Education:

- Safe Food Handling Certificate and Training

Tasks:

- Bring clean dishes, flatware, and other items to serving areas and set tables.
- Carry and replace kitchen linens.
- Clean and sanitize items such as dishwasher mats, carts, and waste disposal units.
- Clear and clean tables, trays, and chairs.
- Load bus pans and trays.
- Operate dishwashers to wash dishes, glassware, and flatware.
- Place dishes in storage areas.
- Replenish condiments and other supplies in serving areas.
- Scour pots and pans and other serving equipment.
- Keep records of the quantities of food used and maintain a waste log.
- Package take-out food for students attending offsite activities.
- Portion and wrap foods.
- Prepare, heat, and finish simple food items.

Responsibilities:

- Prepare and maintain a nutritious monthly breakfast and lunch menu.
- Prepare and submit food orders for program needs.
- Arrive and prepare breakfast stations for students in the morning.
- Prep lunches for students for the day.
- Clean and maintain kitchen spaces and nutrition program-related equipment.

Special Notes:

- This role does not require significant cooking at this time. Our elementary schools do not have the necessary kitchen facilities to provide hot breakfasts and lunches. We will be hiring staff who will support our elementary schools by offering breakfast and lunch options that do not require a commercial kitchen. These options will include cereals and brown bag lunches.

Why Join Us?

- Make a difference in the lives of students by ensuring they have access to nutritious meals.
- Work in a supportive and collaborative environment.
- Enjoy a work schedule that aligns with the school calendar.

Working conditions:

- Must have reliable transportation to and from work.
- Carry out directives from supervisor.

Other Factors:

- Must have current Criminal Record Check and Child Intervention Check.
- Oath of Confidentiality.

PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE

HR Coordinator: [Roberta Olds, oldsr@siksikaboardofeducation.com](mailto:oldsr@siksikaboardofeducation.com)

HR assistant: [Mercedes Woods, mercedesw@siksikaboardofeducation.com](mailto:mercedesw@siksikaboardofeducation.com)

OR CALL (403)-734-4028 FOR MORE INFORMATION

***** P.O. Box 1099 Siksika, AB T0J 3W0*****