

Food and Delivery Assistant

Division: Assistants

Reports to: Co-ordinator of Food Programs

Job Summary

Under the direction of the Co-ordinator of Food Programs, assists in the planning, implementation, and support of a District-wide food program. Work includes preparation of meals, food/supplies procurement, distribution, and program support.

Duties and Responsibilities

- Assists in the planning of monthly food program plans, noting any specific school-based dietary restrictions.
- Prepares and cooks meals to meet program goals.
- Records school orders and monitors daily meal orders.
- 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.
- Sources and shops for food items as needed.
- 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.
- 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.
- Receives and codes invoices for authorization and payment.
- Maintains records of and reports on expenditures within an approved budget.
- Collects and reports data related to student participation in district food programs.
- Assist with instruction and supervises students when preparing food.
- Place and receive orders then organize into deliveries and deliver to schools using the district vehicle.
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

Tools and Equipment Used

Computer, photocopier, mixing machines, convection and convectional ovens, meat slicer, deep fryer, proofer, steamer, commercial dishwasher and other cafeteria equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- A valid B.C. or Inter-Provincial Trades Baker's Certificate or Trades Cook.
- A valid Food Safe Certificate.
- Up to two years' experience in preparing and serving large batches of food in a high-volume setting, such as catering, restaurants, or institutional kitchens.
- A valid BC Class 5 driver's license; a driver's abstract to be provided annually.
- Successful completion of defensive driving class, or willingness to complete upon being hired.
- Previous related experience in driving a large vehicle (example: box truck/van) would be an asset.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Basic knowledge of spreadsheet computer functions.
- Basic bookkeeping skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to work independently with minimal supervision.
- Ability to plan and schedule work and organize workload effectively.
- Ability to perform individually and as part of a team.
- Ability to lift and carry weighted material up to and including 50 lbs.
- A valid Safety Oriented First Aid Certificate.

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