

Okanagan Similkameen School District No. 53

Job Description

JOB TITLE: FOOD SERVICES ATTENDANT

JOB NUMBER: 109C

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the food services attendant assists with the operation of the school meals program.

JOB DUTIES AND RESPONSIBILITIES:

1. prepare and serve a variety of hot and/or cold foods to students in accordance with health regulations;
2. plan daily menus, order and purchase, receive and store food and supplies, maintain and rotate inventory;
3. maintain records, forms and documents, verify invoices and receipt of goods;
4. may operate cash register and count/balance cash;
5. operate domestic equipment necessary for food preparation, maintain a clean work area by washing and cleaning kitchen area, supplies and equipment;
6. keep current by participating in job-related training and staff development;
7. communicate positively and effectively, and interact as a collaborative and consultative team member;
8. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, health and nutrition guidelines, and Food Safe procedures;
9. maintain confidentiality; and
10. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months' experience working with children in a structured program or school setting;
2. FOODSAFE level 1 certificate;
3. ability to organize a domestic kitchen and feed students following health & nutrition guidelines;
4. ability to take direction from supervisor(s) and to work as part of a team;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organizational skills; and
7. physical ability to perform all aspects of the position.

Rev April 29, 2025

Note: Clear criminal record checks are required prior to employment with the district.