

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Nutrition Worker

REPORTS TO: **Directly:** School Principal
 Indirectly: Coordinator of Integrated School Services

Purpose:

The Nutrition Worker will plan, implement and oversee nutrition in specific settings. The duties of a Nutrition Worker will vary depending upon the needs of student(s).

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Knowledge of laws, regulations, and guidelines governing the food services industry.
- Participation in the Saskatchewan Safe Food Handling course

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Good written and oral communication skills
- Ability to work independently and follow instructions
- Flexibility and Adaptability to changing situations
- Strong interpersonal skills
- Ability to present a positive attitude and work ethic

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Nutrition Worker shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Develop, administer and supervise nutrition and food preparation in the school
- Evaluate nutritional status and determine nutritional needs of individual students
- Aid in the prevention and/or treatment of inadequate nutrition
- Plan, evaluate and conduct nutrition education programs
- Follow proper reporting procedures for accidents and incidents
- Maintain a clean and welcoming appearance of all equipment and serving counters
- Be knowledgeable and supportive of applicable Operational policies and procedures
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- Attend meetings as requested
- Performs other duties as assigned by the principal

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Nutrition Worker discuss, in public, information pertaining to a student. A Nutrition Worker is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Nutrition Worker is expected to work independently and as a team member within the School.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Nutrition Worker

The salary grid for the Nutrition Worker is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	