



P.O. BOX 89 ILE-A-LACROSSE, SASKATCHEWAN S0M 1C0  
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## NUTRITION COORDINATOR JOB DESCRIPTION AND QUALIFICATIONS

### Position Summary

The Nutrition coordinator is responsible for the organization and maintenance of the nutrition program; ordering, delivering, preparing, and providing assistance and encouragement to promote students to eat healthy snacks within the school division.

### Objectives

1. To increase healthy eating/food habits by students, individuals and teachers within the learning sector of education.
2. To ensure direction and support for students and teachers requiring assistance in nutritious food planning.
3. To establish communication, work ethics, teaching and support to educate and help the learning capabilities of individuals and/or groups pertaining to nutrition.
4. To help individuals and/or groups achieve a higher level of nutrition by the delivery of healthy snacks and education.
5. To increase the learning capacity by providing skill development opportunities to young members of the community. (student helpers)
6. To promote education and recreation programs as a positive wellness alternative.
7. To provide input into educational resources available from nutrition programs.
8. Monitor and evaluate the development of the nutrition program and services.
9. To help when possible to discover grants and funding available to the nutrition program.

### Reporting Responsibilities

The immediate supervisor is the Principal of the school or designate. This position does not involve the supervision of other staff. This position may involve the supervision of volunteers to the program.

### Duties

The duties may be altered or changed to maintain efficiency in the program and educational responsibilities, at the discretion of all parties involved. The duties below are not restrictive to the employment and position.

1. Prepare and serve nutritious snacks on a daily basis and the possibility of community events held with or in conjunction with events of the School Division.

2. Maintain order, shelving, equipment and storage of supplies required to run a kitchen, home eq room or in general a nutrition program. To request repairs of equipment to the maintenance staff when necessary.
3. Utilize standardized recipes, sanitation process, healthy foods guidelines and the school division's healthy foods policy Ensure safety food handling processes and delivery.
4. Work with the principal, teachers, parents, the School Division and supporting partners in implementing and coordinating material and suggestions within the nutrition program.
5. Assist in the development of the nutrition program.
6. Provide nutritional education/in-class programming as required.
7. Prepare purchase orders and order supplies once approved.
8. Open, unpack and process all nutrition supplies within the program.
9. Maintain purchases under the required approved budget. Help in preparing the annual nutrition budget with the Principal and Secretary-Treasurer when necessary.
10. Schedule and maintain the daily planning within the nutrition program.
11. Help carry out goals and objectives for each student, classroom, teacher, principal's and the school division.
12. Participate in workshops to upgrade resource skills, attend professional development activities and meetings as requested.
13. Based on the needs of the individual or group, to provide assistance in accessing library materials.
14. Assist in developing a positive, caring and supportive culture and climate in the school, the community and within the program.
15. Encourage community, parent and student involvement to participate effectively in activities.
16. Communicate effectively to co-workers, students, parents, community members and others who may be involved in the education and nutrition of individuals.
17. Perform public relations.
18. Follow guidelines and policies as adopted and directed by administration, the School Board, the Board of Education and government agencies and legislation.
19. Other duties as necessary and assigned by administration, the School Board, the Board of Education and government agencies and legislation.

#### Requirements and Skills

The qualifications, knowledge and education must be acceptable to the Ile-a-la Crosse School Division No. 112. Requirements to maintain employment must be presented and acceptable to the School Board. Sufficient time will be given to candidates who may need to acquire qualifications, knowledge and education if necessary.

#### Requirement - Education and Training

1. Grade 12 or equivalent academic standing from a recognized educational institution.
2. Minimum of one year of nutrition training, certificate or equivalent post -secondary education,
3. Three years training and experience from prior employment, a certificate or letter of reference from an accredited facility is an asset.
4. Demonstrated knowledge of methods and procedures in food preparation, health sanitation and safety using kitchen equipment.
5. Proficiency in the use of computers and software such as word processing is an asset.

#### Requirement - Policy

1. A currently validated and clear criminal record check.

## Skills

1. Can work independently with little or no supervision.
2. Good health, self motivated and energetic.
3. Ability to work with an individual or group in a patient manner.
4. Ability to work in a cooperative manner to ensure appropriate flow of information and decision making.
5. Develops professional and community relationships in support of the program and participants.
6. Ability to prioritize work in order of importance and time frames.
7. Ability to maintain confidentiality regarding student, individuals, school matters and within the program and School Division.
8. Possess a positive attitude.
9. Excellent written and oral communication skills.
10. Capable of problem solving.
11. Knowledge of various kitchen and preparing aide techniques.
12. Ability to use computers.
13. Ability to use kitchen appliances and utensils in a safe and efficient manner.

## Working Conditions

1. Sitting, standing, bending, reaching, moving, twisting and typing is required. Physical body effort.
2. Working with hot products that are capable of causing severe burns.
3. Working with sharp objects capable of cutting and causing serious injury.
4. Good writing and verbal communication.