



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

School Lunch Attendant – School Lunch Program

Nutrition

Job Purpose

E4C's School Lunch Program feeds 2,300 hungry children every school day at high-needs schools. The Snack Program gives funding to schools to provide a mid-morning snack to elementary children or a drop-in breakfast program to junior high students.

Throughout the summer months, the Summer Snack Program addresses hunger issues for children by providing nutritious snacks at various city park sites.

This position requires a highly motivated and committed individual. The primary focus in this challenging role is working in a team setting in order to successfully deliver the program to children in the school.

Duties and Responsibilities

Administration

- Ensure compliance with all E4C policies and practices, including appropriate statutes and regulations such as public health regulations.

Program Delivery

- Set up and maintain school lunch area.
- Receive food from caterer.
- Serve lunch to school children, adhering to safe handling and proper sanitation practices and regulations.
- Maintain accurate records and submit completed records to ESLP Program Assistant and Program Manager.
- Function and work in a team setting.
- Attend appropriate ESLP meetings and in-services.
- Other duties as required.

Qualifications

- Previous volunteer experience within a school or community an asset.
- Experience working with children.
- Able to be self-directed and work as a team member.
- Support goals of Edmonton's School Lunch Program.
- Moderate lifting required.
- Must obtain a security clearance upon employment and every year afterwards.
- Must obtain a child welfare check upon employment and every three years afterwards.

Working Conditions

Employment is based on a school calendar year. Hours vary between 3.5 to 5 hours per day.

Salary Scale

Starting: \$12.00/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.