



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.

Lunch Attendant – E4C's School Lunch Program

Nutrition and Community Services

Job Purpose

The primary activity of E4C's School Lunch Program (ESLP) is to provide a nutritious lunch to children in enrolled in identified high-needs schools in Edmonton. In addition, the program oversees: Snack Program(s), Young Chefs and the Community Garden.

This position requires a highly motivated and committed individual. The primary focus in this challenging role is working in a team and independent setting to successfully develop and coordinate a "Pilot Lunch Project" and deliver the program to students in the school.

Duties and Responsibilities

Program Delivery

- Assist in planning daily lunch menus.
- Ordering and inventory control of food and supplies.
- Prepare lunch with assistance from volunteers
- Set up and maintain school lunch area/daily clean up.
- Serve lunch to school children, adhering to safe food handling and proper sanitation practices and regulations.
- Function and work in an independent and team setting.
- Other duties as required.

Administration

- Maintain accurate records and submit completed records to ESLP office.
- Attend appropriate ESLP meetings and in-services.
- Ensure compliance with all E4C policies and procedures, including appropriate statutes and regulations such as public health regulations.

Qualifications

- Strong verbal and written communication skills.
- Knowledge of nutrition and safe food handling procedures.
- Highly organized, reliable and flexible.
- Able to be self-directed and work as a team member
- Previous volunteer experience within a school or community an asset.

- Experience working with children.
- Support ESLP goals.
- Complete a Police Information Record Check and Intervention Record Check.
- Complete a Safe Food Handling Module.

Working Conditions

3.5 to 4.5 hours per day, Monday to Friday at Delton School

Salary Scale

\$12.98/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.