

ÉCOLE VISCOUNT ALEXANDER
LUNCH PROGRAM
COORDINATOR JOB DESCRIPTION

The Lunch Program Coordinator will:

- Create and distribute a registration package detailing the lunch program by mid-June.
- Prepare a general report to be presented at monthly Parent Advisory meeting.
- Oversee staff scheduling.
- Work from 11:15 a.m. – 12:45 p.m. for five days per week in the school in the capacity of coordinator. Work from home (i.e. communicating with staff, scheduling) may be required. He/she will deal with day to day issues of staff, parents and students as they arise. Serious or reoccurring situations will be referred to the administration.
- In conjunction with the administration, maintain the level of supervision outlined by the Division as best as possible.
- Act as a liaison between the administration, parent community, teachers, supervisors and students.
- Meet with and train supervisors as the need arises. He/she will organize Professional Development opportunities as approved by the Executive.
- In conjunction with the Principal, interview applicants for supervisor positions.
- Provide information about services of the school lunch program through school newsletters as required.
- In conjunction with the Principal, confer with the Parent Council Advisory regarding changes in procedures, practices and policy changes that may arise.
- Maintain the level of supervision to ensure a safe environment for students.
- Review the time sheets before submitting to Principal.
- Express concerns regarding issues dealing with a lunch supervisor to Principal.
- Maintaining lunch supervisors' personnel files containing information such as criminal record checks and child abuse registry.
- Complete accident reports.
- Record hours.
- Any written correspondence needs to be approved by the Principal and Chair of the Home and School Association prior to being sent out.

Qualifications:

- Employment is incumbent upon the applicant's ability to pass a Child Abuse Registry and Criminal Records check.
- Must operate in a professional manner with the highest of ethics, always respecting confidentiality.
- Excellent organizational skills.
- Excellent interpersonal skills, with an interest in working with children.
- Capable of working independently and as a team member.
- A minimum of Grade 12 education is required.
- Willingness to work in all outdoor conditions and possess the physical ability to perform the duties required.
- Current CPR and First Aid training required. School will provide training for coordinator and supervisors if necessary.