



KELSEY SCHOOL DIVISION

Food Prep Worker

Position Summary: The Food Prep Worker will be responsible for assisting in the preparation and packaging of nutritious meals and snacks for students across multiple school locations. This role is crucial in supporting the KSD Nutrition Plan by ensuring high-quality, safe food is prepared efficiently and in accordance with nutritional guidelines.

Key Responsibilities:

1. **Food Preparation:** Assist in preparing meals and snacks according to set menus and recipes.
2. **Packaging:** Portion and package food items for distribution to various school locations.
3. **Sanitation:** Maintain a clean and sanitized work area, adhering to all food safety regulations.
4. **Inventory Management:** Assist in tracking inventory and communicating supply needs to the Nutrition Coordinator.
5. **Quality Control:** Ensure all prepared foods meet quality standards and dietary requirements.
6. **Equipment Operation:** Safely operate and clean kitchen equipment used in food preparation.
7. **Time Management:** Work efficiently to meet preparation deadlines for food delivery schedules.
8. **Teamwork:** Collaborate effectively with other food prep workers and the Nutrition Coordinator.
9. **Adaptability:** Be willing to adjust tasks and priorities as needed to meet changing demands.
10. **Food Safety:** Follow all food safety protocols and maintain required certifications.

Qualifications:

- High school diploma or equivalent
- Previous experience in food service or commercial kitchen environment preferred
- Food Handler's certification (or ability to obtain within 30 days of hire)
- Knowledge of food safety and sanitation practices

- Ability to stand for extended periods and lift up to 50 pounds
- Strong attention to detail and ability to follow precise instructions
- Excellent teamwork and communication skills
- Flexibility to work early morning hours as needed
- Valid Driver's License

What We Offer:

- salary range (\$18.00hr- 21.00hr)
- Opportunities for professional development
- A supportive and collaborative work environment

How to Apply: Interested candidates should submit their resume and a cover letter outlining their relevant experience and qualifications to Claudelle Needham at:

needhamc@ksd.mb.ca

KSD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

CLOSING DATE FOR APPLICATIONS: Open until filled

Successful applicant must provide CRC/VSC and Child Abuse Registry checks.

Kelsey School Division wishes to thank all applicants in advance for their interest and will respond to only those applicants selected for an interview.