



Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

Phone: (204) 623-6421 Fax (204) 623-7704

Position	Food Prep Worker
Location:	Kelsey School Division
Start Date:	ASAP
FTE:	1.0
Term of Employment	Permanent Fulltime
Salary:	\$23.59-\$24.96/hour
Application Deadline:	Open until filled

Food Prep Workers are responsible for preparing, packaging, and distributing nutritious meals and snacks. These roles are hands-on and vital in ensuring food quality and safety for students across the division.

Key Responsibilities:

- Prepare and package meals/snacks according to set menus and dietary standards.
- Ensure proper sanitation and cleanliness of food prep areas and equipment.
- Maintain inventory logs and communicate needs to the Food Prep Worker II.
- Support delivery coordination for food going to other schools.

Qualifications:

- High school diploma or equivalent.
- Food Handler's Certification (or ability to obtain within 30 days).
- Previous experience in food preparation preferred.
- Ability to stand for long periods and lift up to 50 pounds
- Reliable, detail-oriented, and team-focused.
- Valid Driver's License

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of
employment, the successful candidate will be required to submit a clear Criminal Record
Check (including Vulnerable Sector Check) and Child Abuse Registry check.*

Please submit applications

to: Carlee Stokolosa

Email: carlee.stokolosa@ksd.mb.ca

Kelsey School Division Administration Office
P.O. Box 4700, The Pas, MB R9A 1R4