



## Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

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

<b>Position</b>	<b>EXTERNAL</b>	1 Food Prep Woker
<b>Location:</b>		Margaret Barbour Collegiate Institute
<b>Start Date:</b>		September 08, 2026
<b>Hours/Days/Months:</b>		6.50 Hours/day, 5 days/week, 10 months/year
<b>Term of Employment</b>		Term : 2026-2027 school year

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.*

6/16/2026

### **Please submit applications**

**to:** Carlee Stokolosa

Email: [carlee.stokolosa@ksd.mb.ca](mailto:carlee.stokolosa@ksd.mb.ca)

Kelsey School Division Administration Office  
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