

Lunch Program Coordinator

Position Summary:

The Montrose Lunch Program Coordinator acts as a representative of and reports directly to the Montrose School Lunch Program Committee (MSLPC) ensuring the Lunch Program's successful delivery. The MSLP is a non-profit organization dedicated to providing our students a safe, responsible respectful environment for parent/guardians who choose to have their children supervised over the lunch break.

Duties and Responsibilities:

Working under the direction of and reporting to the MSLPC, the Lunch Program Coordinator will provide:

Lunch Program Coordination

- Be on site daily (11:00 am – 1:30pm) for the day to day operation of the lunch program
- Additional hours set by MSLPC as needed to complete administrative tasks, coordinate registration, provide and/or attend training and orientation of staff, and/or otherwise agreed upon hours
- Develop and maintain positive and nurturing relationships with children.
- Ensure that children are safe and adequately supervised at all times.
- Ensure that all Supervisors are aware of children's additional needs, such as allergies, special diets, etc.
- Administer first aid and medication in compliance with Winnipeg School Division policies and procedures.
- Ensure student attendance records are being kept in an up-to-date and accurate manner
- Rotate through indoor and outdoor Lunch Program areas
- Implement School classroom, playground and behavioural policies and directives
- Maintain confidentiality as it pertains to all aspects of the Lunch Program
- Develop and maintain positive relationships and effective communication with families
- Document and communicate incidents of disrespectful behaviors demonstrated by parent(s) to MSLPC who will assist in dealing with the situation

Staff Supervision

- Schedule and supervise a team of MSLP Supervisors, promoting a positive and professional team environment
- Act as a substitute supervisor, as per Supervisor Job Description, whenever needed
- Provide on-the-job training, as required, to Supervisors regarding the daily routines of the Lunch Program
- Ensure that all Supervisors are trained to follow emergency procedures in case of fire, lock down, etc.
- Be available before and after the lunch break to debrief with Supervisors, as required
- Hold regular meetings (2-4 times per year) with MSLP Supervisors, keep minutes for these meetings and forward a copy of these minutes to the MSLPC
- Document and respond to performance and employee issues as they arise, advising the MSLPC of the issues and recommending disciplinary action as needed

- Schedule and attend MSLPC approved professional development workshops for MSLP employees
- Arrange for substitute, casual supervisors to ensure adequate supervision staff coverage as necessary
- Appoint a supervisor-in-charge if unable to work
- Coordinate a MSLP employee appreciation event at the end of the year

Administrative Duties:

With regards to students/lunch program:

- Collect daily attendance and maintain monthly and yearly records.
- Complete incident reports and provide oral summary to the school staff and/or parents as appropriate.
- Create and maintain up-to-date and accurate employee records for MSLP Supervisors
- Work with the MSLPC to organize Registration Form information and processes
- Work with the MSLP Treasurer/Book-keeper to follow up on accounts in arrears in accordance with the Late Payment Policy
- Liaise with the MSLP Treasurer and program bookkeeper on all financial matters pertaining to the program as required
- Advise the MSLPC when Lunch Program supplies are due for replenishing and purchase MSLPC approved Lunch Program supplies in a timely manner
- Develop monthly and yearly statistics about program supplies and equipment; make small scale purchase of food items and supplies (<\$100) and plan for large scale purchase of equipment (i.e. tables, appliances)
- Participate in the development of the Annual MSLP Budget.
- Maintain, and operate within, a budget set by the MSLPC

With regards to lunch program employees:

- Create and maintain employee attendance records and ensure records are up-to-date and accurate
- Initiate recruitment processes for hiring Supervisors as needed.
- In conjunction with the MSLPC, interview applicants for supervisor positions
- Advise the MSLPC when training for MSLP staff, such as First Aid/CPR and auto-injector training is due for renewal
- Provide orientation and coordinate training for all lunch supervisors in guiding/respectful education, ensuring standards of supervision are maintained and managed.
- In conjunction with the MSLPC, review procedures, practices and policies and recommend changes as needed
- Liase with the lunch program bookkeeper to ensure that employee information and hours are correctly entered in the payroll system
- Provide MSLPC with copies of all written correspondence to individuals and organizations

Reporting requirements:

- Attend MSLPC meetings and provide written reports on the day to day operations of the program
- Respond to all requests for information from Montrose School Parent Council and/or School Administration
- Provide information about services of the school lunch program through school newsletters in September and January

Maintain community relationships:

- Liaise with Montrose School, KIDS inc staff, and parents ensuring strong relationships are developed and maintained, sharing of space is done in a respectful and professional manner, equipment and supplies are shared and resourced/replenished fairly
- Maintain and enforce Winnipeg School Division Code of Conduct

Other related duties as assigned**Qualifications:**

- Experience working with large groups of children
- Supervisory experience
- Related post-secondary education preferred (i.e. Education, Recreation Management, Early Childhood Education certification, or related experience)
- Computer proficiency in Microsoft Office (Word, Email required, Excel preferred)
- Clear Child Abuse Registry and Criminal Record Checks; First Aid and CPR Certification; Auto-injector and/or other health-related training (Note training is available for successful candidate)
- Agreement to our Pledge of Confidentiality
- Ability to work in all outdoor conditions and possess the physical agility and strength to perform the duties required
- Attend work without undue absenteeism
- Strong interpersonal skills including communication skills, ability to influence, collaborate and demonstrate patience
- Strong organizational and time management skills
- Ability to establish effective professional relationships and boundaries with MSLP staff, Montrose School staff, and KIDS inc. staff
- Self-management skills including accountable for own actions, self-starter, team player, leadership, solution focused problem solver, open to personal improvement
- Culturally inclusive, knowledgeable and sensitive

Supervision and Direction Provided

This position reports directly to the Montrose School Lunch Program Committee which is comprised of a minimum of two parent representatives and a school representative.