



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Kitchen Helper (Nutrition Program)
Location:	West Lynn Heights School
Start Date:	As soon as possible
Hours/Days/Months:	4 hours/day, 5 days/week
Term of Employment:	Term to June 30, 2026
Salary:	\$16.27/hour to \$21.70/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

The Kitchen Helper assists in the provision of nutritious breakfast/snacks and lunch for all children in the building, complying with all required standards.

QUALIFICATIONS

- Certification in either National Food Safety Training Program; Food Safe or Food Handler's Sanitation Programs.
- Knowledge of safe sanitation and food-handling techniques and Workplace Safety and Health requirements
- Excellent verbal and written communication skills
- Physically capable of performing assigned duties

DUTIES AND RESPONSIBILITIES

- Preparation of meals as required in accordance with the Healthy Foods Policy
- Follows proper food handling protocols
- Follows and accurately maintains inventory control system
- Ensures the daily cleaning of food preparation area
- Ensures all tasks are completed and up to health code standards

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

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, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Laura Kelly, Acting Principal
West Lynn Heights School
Box 670, Lynn Lake, MB R0B 0W0
Fax: (204) 356-8363
Email: Laura.Kelly@fsdnet.ca
Posting Date: October 7, 2025

