



Job Description

School Lunch Association (“SLA”)

Position: School Lunch Association Worker

Position Summary

Supports the preparation, service, cleaning, sanitation, inventory, and ordering operations required to safely operate school lunch programs within assigned schools.

This is a fast-paced role operating within strict meal preparation and service timelines.

Employees are responsible for maintaining high standards of food safety, cleanliness, food quality, inventory accuracy, service delivery, and workplace safety while interacting respectfully with students, school staff, suppliers, co-workers, SLA operations and administrative staff, and the public.

Key Responsibilities

- Prepare, portion, package, and serve meals according to approved menus, timelines, and food safety procedures;
- Follow all food safety, sanitation, allergen, cleaning, storage, temperature control, and cross-contamination prevention protocols;
- Maintain clean, sanitary, and organized preparation, serving, storage, and dishwashing areas;
- Clean and sanitize equipment, utensils, counters, sinks, refrigerators, freezers, shelving, storage rooms, garbage areas, carts, handles, and other high-touch surfaces;
- Complete food safety, cleaning, OHS, inventory, ordering, and operational records accurately;
- Receive, inspect, store, rotate, and handle food and supplies safely and in accordance with inventory and food safety procedures;
- Monitor inventory levels and communicate product shortages, ordering needs, damaged product, delivery concerns, or supply issues to the Procurement Team;
- Assist with inventory counts, supply tracking, product organization, and ordering processes in coordination with the Procurement Team;
- Monitor and report sanitation, safety, maintenance, or equipment concerns the Operations Team;
- Operate kitchen equipment and cleaning tools safely;
- Follow all SLA policies, NL Schools’ policies, workplace safety procedures, and confidentiality requirements;
- Participate in required training, OHS reviews, and safety meetings.



Qualifications and Skills

Experience in food service, kitchens, cleaning, inventory management, customer service, schools, or similar environments is an asset but is not required;
Willingness to learn food safety, sanitation, cleaning, inventory, ordering, and workplace safety procedures;
Ability to follow instructions, routines, procedures, and service timelines;
Ability to work independently and as part of a team in a fast-paced environment;
Strong interpersonal, communication, and organizational skills;
Reliable, respectful, and committed to maintaining a safe and supportive work environment.

Working Conditions and Environment

Work is performed primarily in school kitchens, cafeterias, preparation, storage, dishwashing, and serving areas;
Regular interaction with students, school staff, co-workers, SLA operations and administrative staff, suppliers, delivery drivers, service providers, and members of the public;
Stand, walk, bend, reach, twist, crouch, and lift throughout the workday;
Lift and move items up to approximately 30 pounds;
Use safe lifting and workplace safety practices throughout the workday;
Work in environments involving heat, steam, cold storage, noise, cleaning and sanitizing chemicals, and wet floors;
Perform repetitive cleaning, sanitizing, dishwashing, food preparation, inventory handling, and lifting tasks;
Work within strict timelines while maintaining sanitation, food quality, safety, inventory accuracy, and service standards;
Respond professionally and calmly in busy school environments involving frequent interruptions, changing priorities, tight service timelines, high meal volumes, and ongoing interaction with students, school staff, suppliers, and co-workers;
Follow all food safety, sanitation, infection prevention, workplace safety, and OHS procedures and wear all required personal protective equipment (PPE) in accordance with SLA policies and procedures.

Safety and Conduct Expectations

Comply with SLA and NL Schools' policies, OHS requirements, food safety standards, public health protocols, school safety procedures, respectful workplace expectations, and confidentiality requirements. Report on workplace safety, food safety, student safety, harassment, violence, inventory concerns, or operational concerns immediately to the appropriate member of the Operations Team.

Inclusive Workplace Statement

SLA is committed to creating a respectful, inclusive, and accessible workplace. Accommodation is available throughout the recruitment and employment process in accordance with applicable legislation.