
Anglophone South School District invites applications for the following positions:

COMPETITION # ASD-S-2025 PSAC002

District Food Programs Coordinator - 2 positions

Term Position effective thru June 30, 2027, with possibility of extension

Public Service Alliance of Canada Union (Local 60702), School Business Officials Group

The District Food Programs Coordinator will be responsible for school food initiatives. This role reports directly to the Community Engagement Coordinator, and serves as the primary liaison with the Provincial School Food Program Leads. The position is central to advancing the province's commitment to providing nutritious, accessible meals for all students and to building strong partnerships that sustain school food programming.

Key accountabilities include:

- Supporting individual schools to ensure the successful implementation and operation of breakfast, lunch, and other food programs.
- Collaborating with community partners, suppliers, and food service providers to strengthen program delivery.
- Managing the rollout of the new School Lunch Program, including assessing and responding to school-level needs.
- Ensuring consistent communication, tracking, and reporting between schools, districts, and provincial leadership.

Responsibilities include, but are not limited to:

- Leads the implementation of school food programs in the Anglophone South School District to ensure it is aligned with provincial policy and standards. This includes ongoing collaboration with government and external partners.
- Reviews and integrates existing school food programs to align with any new model(s) of food programming being implemented in the Anglophone South School District with a commitment to continuous improvement and innovation.
- Ensures all food programs operating and being implemented in ASD-S align with the School Food and Nutrition Policy and supporting documents.
- Provides support to schools to meet standards and policies and works with necessary partners and all relevant departments to ensure school infrastructure is acceptable and schools are adequately equipped.
- Fosters relationships with principals and administrators
- Works with EECD to procure food suppliers
- Prepares required monitoring and evaluation reports.
- Coordinates and participates in mandated nutrition education meetings, professional standards, and training (ordering system, food safety, etc.).
- Other duties as assigned by the Community Engagement Coordinator and the Superintendent.
- Working with school principals and the Community Engagement Coordinator to develop long-term strategic plans for local community, municipal, and business involvement with the schools.

Qualifications:

- Diploma/Certificate/Degree in culinary/food service management, community development, social sciences, or other relevant field, with 3 years related experience.
- Experience developing and implementing programs in multiple locations
- Experience working with and developing relationships with a variety of partners/stakeholders
- Valid Driver License and access to a reliable vehicle as travel to schools within the region is required
- Written and spoken competency in English is required.

Hours of work must be flexible, responding to the needs of the district and school communities, and may involve some evening and weekend work.

Asset qualifications:

- Safe Food Handling certification, knowledge of Food Premises Licensing, and knowledge of commercial cafeteria equipment.
- Demonstrated planning, organizational, and time management skills.
- Strong judgement and decision making skills, with an ability to assess and appropriately address competing priorities.
- Demonstrated problem-solving, negotiation and conflict management skills.
- Knowledge of the public education system, local food systems, and food literacy programs.
- Experience in school food program management (budgeting, inventory, procurement, volunteer management/training, and daily operating procedures, etc.).
- Applicants must clearly demonstrate the essential qualifications and experience to be given consideration

Salary: SBO Pay band 3, \$1799-\$2823 bi-weekly, based on a minimum of 36.25 hours/week.

Application: Applications are to be received no later than **Monday, Dec 15, 2025, at 8:00am**. Your application must include a cover letter as well as a resume outlining your qualifications; applicants must clearly demonstrate how they meet the qualifications to be given consideration. Subject to the response of this competition, education and/ or experience requirements may be raised. The successful applicant will be required to provide a criminal record check and three (3) employment related references.

Please note: Only those candidates selected for an interview will be contacted. This is an open competition, however, in accordance with Public Service Alliance of Canada Union Collective Agreement, should unionized employees under this bargaining group apply, they will be considered first, with priority given to employees in the bargaining unit who work for Anglophone South School District. Unionized applicants shall be selected on the basis of skill, ability, competence and qualifications; where skill, qualifications and ability are relatively equal amongst union applicants, the vacancy will be filled on the basis of seniority. If there are no union applicants, the position will be filled from other qualified applicants to the competition. Staffing for this position will comply with the terms of the collective agreement. Should a breach in process be brought to our attention following the appointment, it will be reviewed in conjunction with the union. If it is found that the original appointment made was in breach of the collective agreement, the employer shall rescind the employment offer.

Please apply directly online at <https://asds.simplification.com>

Employment opportunities within the Anglophone South School District can also be found on our website at: <https://asds.nbed.ca/work-with-us/apply-to-jobs/>

We are committed to employment equity.

(All facilities in Anglophone South School District are scent reduced environments)