

Personnel And Employee Relations

Administrative Procedure #316 Role of the Food Services and Thrive Time Coordinator

Role and Responsibility Statement

The Food Services and Thrive Time Coordinator facilitates and supports daily extra-curricular programming and school meals and snacks for Thrive Elementary School students. A key responsibility is working with the school administration to ensure the effective operations of Thrive Time and the Food Services Program.

This position is a full-time position. Due to the uniqueness of this position, the Coordinator conducts the Food Services Coordinator role from 11AM to 2PM. This is stipulated as the Thrive Time Coordinator role must begin at 2:30PM to ensure readiness for instructors to begin delivering programming at the end of the school day.

This position reports to school administration for the Extra-Curricular and the Food Services Program.

Key Responsibilities Thrive Time Coordinator

- Meets with and works with the Thrive Time employees from 2:30PM-3PM daily, to ensure program readiness each day.
- Debriefs with Thrive Time Instructors at least once weekly, about successes and issues encountered during the Thrive Time periods of time. This weekly meeting time is built into the schedule for Mondays.
- Ensures student groupings are communicated to Thrive Time administration by 3PM on Fridays as it is to be included in the Strive to Thrive that is sent out over the weekend.
- Ensures student groupings are communicated to instructors, and any issues or needs regarding groupings are addressed.
- During Thrive Time, works primarily out of the school office to facilitate or support student issues and or after school parent pick-up of students from the Thrive Time Extra-Curricular Program.
- Keeps accurate records of student attendance and ensures students are accurately signed out and or signed in.
- Facilitate and support the Thrive Time employees for end of day bus pick-up of students to ensure students get on buses safely.
- Works to resolve Thrive Time Program and/or student issues in consultation with the Thrive Time instructors, and if required, school administration.

- Ensures program and bus issues are promptly reported to the school administrator.
- Responds to staff, student and parent issues regarding matters related to the program or participating in the program.
- Ensures the program operates daily in a safe, caring, and welcoming manner and environment.
- Works to support students who have problems participating safely in Thrive Time. Works with school administration to implement a progressive discipline model.
- Assist the Leadership Team in recruiting and selecting Thrive Time Instructors
- Provides new Instructors and staff with assistance and also orientation to familiarize them with the vision, mission, values and system of the school.
- Ensures that all groups are assigned an instructor and if there is a shortage of staff, that plans are communicated to the Thrive Time instructors during the 2:30PM–3PM planning time.
- Ensures that all absences of staff are communicated to administration and put into ReadySub.
- Attend staff training and professional development sessions.
- Effectively communicates with teachers to ensure that there is a smooth and successful transition between school and the extra-curricular program.
- Effectively communicates with students, parents, Thrive Time Instructors and school administration.
- Other duties as assigned by the School Principal or Program Director.

Key Responsibilities Food Services Coordinator

- Possesses Food Safe Certification.
- Ensures the food prep is properly maintained and meets Alberta Health Services Requirements.
- Works with the School Principal and the Food Services provider to inventory food stocks and to efficiently distribute nutritional meals and snacks to students daily.
- Provides regular feedback to the Principal and Food Services Provider regarding the menu and program efficiencies.
- Supports the Food Services Provider's development of school meal menus and provides advice based on school experiences.
- Works closely with School Office Personnel in tracking any student food allergies reported by the parent and working with the Food Services Provider to ensure that they are aware of any student food allergies.
- Works to support school staff in working with students with food security issues.
- Ensures food storage practices are managed to reduce wastage.
- Coordinates or plans for meal and snack distribution in consultation with the School Principal.
- Other duties as assigned by the School Principal.

Job Specification

- A minimum of five years' experience in a school or services organization.
- Must be capable of assessing extra-curricular and youth activities including community services.
- Should be familiar with the programming offered within the extra-curricular activities.
- Good organizational, managerial and interpersonal skills are essential.
- Believes in a collaborative effort and has a strong work ethic.
- Must have excellent written and verbal communication skills in English.