

**Assistant, Nutrition Services**  
1 – Permanent Position  
**Nutrition Services**  
CUPE Local 4400 Unit C - Grade J (12 Months)  
\$31.56 - \$37.02

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

*Reporting to the Manager of Nutrition Services, the Nutrition Services Assistant will provide secretarial and administrative support to Nutrition Services.*

**Summary of Duties:**

- Prepare correspondence, reports, spreadsheets, presentations;
- Draft appropriate correspondence in response to standard requests;
- Gather data/information for reports as required.
- Input attendance online (SAP);
- Coordinate work and vacation schedules;
- Liaise with Employees, Supervisors and Employee Services regarding attendance (e.g., Leaves of absence, WSIB, sick leave, modified work arrangements);
- Maintain and monitor departmental administrative budget;
- SAP data input and authorization where designate;
- Invoice external organizations;
- Maintain department's records management system;
- Respond to general inquiries from the public and staff regarding TDSB policies, procedures and regulations with regard to Nutrition Services;
- Redirect calls/inquiries as appropriate;
- Maintain effective working relationships with principals, teachers, staff, parents, contractors and Toronto residents;
- Provide functional guidance to clerical support staff;
- Prepare agendas, book and schedule facilities for meetings;
- Record and distribute minutes;
- Facilitate follow-up items;
- Provide general administrative support to the Manager;
- Schedule meetings and appointments; and
- Other related duties as assigned.

**Qualifications:**

- Secondary School diploma including computer courses and two years of related office experience, or an equivalent combination of education and experience;
- Proficiency and expertise in the use of computer technology (e.g., e-mail, word processing, spreadsheets, databases, HR/Payroll and Financial applications);
- Advanced keyboarding and word processing skills;
- Strong interpersonal skills with proven ability to work as a team player;
- Proven Leadership; and
- Working knowledge of related Board policies and procedures.

**Location:** 640 Lawrence Avenue

**Work Year:** 12 Months

**Hours:** 35 hours per week

**Please Note:**

Applications **must** be submitted:

1. In résumé form with a covering letter to: [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **CUPE C-25-1014UE** in the subject line
3. Apply no later than 4:30 pm on **January 24, 2025**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.***