Lunchroom Aide

Renfrew Educational Services is a not-for-profit, registered charity operating as an independent school. We are an acknowledged leader in program development for students with disabilities. For 52 years Renfrew has offered a wide range of programs and services to children and youth from Calgary and surrounding areas. Renfrew Educational Services is committed to providing inclusive and supportive educational environments for all children and youth. Our mission is to empower children and youth with disabilities to reach their full potential through tailored educational programs and compassionate teaching. Please refer to the Renfrew Educational Services webpage: http://www.renfreweducation.org under the 'Services & Programs' for more information about the programs and services that Renfrew provides.

We are currently accepting applications for a term part-time **Lunchroom Aide** to join our team for the 2026 – 2027 school year at our Janice McTighe Centre (2050 21 St. NE). The schedule for this role is Monday to Fridays (on school days only) for 3 hours per day between the timeframe of 10am – 2pm.

This is a term position until June 29, 2027

We Offer:
- RRSP Matching.
- Consistent working schedule (Monday to Friday)
- Opportunity to make a meaningful impact on the lives of children and youth with disabilities and their families.

Some responsibilities include (but are not limited to):
- Set up and prepare lunchroom for children including setting up tables, collecting children's lunch bags from classroom.
- Set up special equipment for children with specific needs including g-tube fed children.
- Support/assist children with feeding and using visuals following proper protocol as directed by therapists and/or teacher.
- Clean up tables, food and lunch bags, wash/sanitize dishes and take out garbage.
- Support children through lunch process and support helping children clean up their faces and hands.
- Support/assist children with toileting routine.
- Provide one-on-one assistance as required.
- Prepare children to go outside and supervise children in the playground.
- Prep children to move from classroom to classroom (bring in strollers/wheelchairs), children's backpacks and their belongings. Prepare them to travel to the receiving classroom by transferring them to wheelchairs as needed (following proper lifting technique).
- Other duties as required.

Pre-Requisite Security Clearance Documentation:
- Successful candidates must provide us with a valid 'Calgary Police Check with Vulnerable Sector' dated within 6 months prior to their start date.
- 'Intervention Record Check through Alberta Child Services' is also required, however, we can support you with completing this during your onboarding.

How to Apply:
Interested candidates should submit the following:
- A current resume.
- Contact information for three professional references.

Please send your application to the Staff Resource Team at:
employment@renfreweducation.org
Attention: Lunchroom Aide

While we thank all applicants for their interest, only those selected for an interview will be contacted. Renfrew Educational Service is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees