

## **Bernie Wolfe School Lunch Program Supervisor**

The Bernie Wolfe School Lunch Program (BWSLP) is a non-profit organization dedicated to providing our students with a sense of belonging in a welcoming, caring and safe environment where parents/guardians may choose to have their children supervised over the lunch break.

### **Position Summary**

The BWSLP Supervisor acts to ensure the safe supervision of all students enrolled in the lunch program during the lunch break.

### **Qualifications**

- Have a positive attitude and friendly personality.
- Able to work with children and adults in a sensitive and professional manner.
- Available and willing to participate in professional development programs as required.
- Work independently and as a part of a team.

### **Responsibilities**

Working under the direction and reporting to the BWSLP Committee, Director and BWS administration, the successful candidate will be responsible for:

- Being on site daily from 11:15am – 12:45pm for the lunch break.
- Implementing BWS classroom, playground and behavioral policies.
- Keeping accurate daily attendance records.
- Supervising classrooms during the lunch period.
- Supervising playground activity during lunchtime recess.
- Assisting students as necessary.
- Attending approved professional development workshops for lunch supervisors.
- Preparing and delivering written and oral reports to the BWS Director, as required.
- Other related duties as assigned.

Send your resume to:  
Bernie Wolfe School Lunch Program  
95 Bournais Drive  
Winnipeg, MB  
R2C 3Z2

Successful applicants are required to complete a Child Abuse Registry Check and Criminal Record Check.

Thank you for your interest. Those chosen for further consideration will be contacted.

## BWS Lunch Program Supervisor Job Application

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

### Days Available (11:15-12:45)

\_\_\_\_\_ Monday  
\_\_\_\_\_ Tuesday  
\_\_\_\_\_ Wednesday  
\_\_\_\_\_ Thursday  
\_\_\_\_\_ Friday

### Skills and Qualifications

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Employment Experience

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### References

- Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
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Phone Number: \_\_\_\_\_