

**SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION**

Position: Food Service Assistant

Job No: 110

POSITION SUMMARY: Under the supervision of the Teacher/Administrator, the incumbent assists with the operation of the school cafeteria and/or the delivery of a food service instructional program, including preparing and serving food, maintaining food safety, acting as a cashier, monitoring students and maintaining food and accounting records. The incumbent will reinforce with students safe and efficient methods of food preparation and distribution.

POSITION DUTIES AND RESPONSIBILITIES:

- Performs cooking and food preparation tasks, demonstrating proper and safe technique including following recipes, weighting and measuring foods, using appropriate terminology, exercising knife skills and displaying a variety of cooking methods.
- Oversees student learning stations. Assists students in food and equipment operation, selection of appropriate food storage procedures for food and cafeteria items, and in cleaning the teaching kitchen.
- Prepares, serves, and/or sells food items prior to and during meal periods. Prepares steam trays for hot items.
- Prepares a variety of hot and cold food items and portions and prepared foods for sale or service to students. Assists in determining pricing.
- Assists in the coordination and operation of the teaching kitchen. Assists with menu planning and the ordering of food supplies and materials.
- Maintains a clean work area by washing and cleaning cafeteria supplies and equipment. Replaces items in storage areas. Stores excess food and supplies.
- Receives, stores and rotates incoming food supplies and materials and records inventory of food supplies and materials.
- Operates equipment such as meat slicer, industrial dishwasher, and industrial mixer and ovens.
- Prepares cash trays, operates cash register, counts cash, records sales and GST and prepares deposits.
- Washes, dries, and stores kitchen laundry.
- Provides input to student progress reports as established by the teacher or chef.
- Assists with the supervision of students in the teaching kitchen.

REQUIRED EDUCATION AND EXPERIENCE:

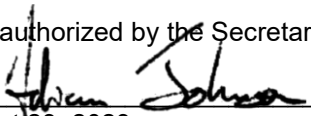
- Grade 12
- Food Safe Certificate
- Baker or Cook certificate equivalent to one (1) post-secondary year.
- Three (3) months of recent successful experience with commercial food preparation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated evidence of communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children.
- Strong planning and organizational skills and the ability to work with minimal supervision.
- Ability to refer work problems not covered to by standard procedures to their supervisor.
- Possess the personality, ability and temperament to work closely with children.
- Clear criminal record check.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 
Revised: August 23, 2023

Date: August 23, 2023