

TITLE: Cafeteria Program Assistant
SECTION: District
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, provides support to the school meals program.

DUTIES:

1. Participates in the planning, coordinating and delivery of an instructional life skills food and/or school meals program in a professional cooking environment.
2. Directs students (some may be designated with Education Assistants) in work projects and ensures safety procedures are followed and Food Safe standards are met.
3. Arranges for the ordering and purchasing of supplies and receives, processes and stores supplies.
4. Liaises with students, staff, suppliers/contractors and representatives of professional agencies and governments.
5. Cleans, maintains and adjusts kitchen tools and equipment or machines and arranges for service or repair as necessary.
4. Maintains records as required.
5. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12 supplemented by an additional vocational program of up to 1 year.
- Food Safe Program certification.

Skills - the applicant must have

- A knowledge of appropriate food handling skills and the ability to prepare large quantities of food.

Experience - the applicant must have

- Experience in a working with adolescent children for a period of up to 1 month.
- Experience in a leadership role within the trade for a period of greater 12 months or equivalent knowledge and experience.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.
- Be familiar with the BC Healthy Schools Guidelines.

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	87 – Cafeteria Program Assistant
LOCATION:	Schools
EFFECTIVE DATE:	May 3, 2017

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	5	3	3	3	4	3	3	3	2	3
Total Points	340										

RATING CLASSIFICATION: LEVEL	14
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