



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-09

CAFETERIA TEACHING ASSISTANT

Location: All

SUMMARY:

Under the direction and instructional supervision of the teacher, and the supervision and evaluation of the Administrative Officer(s), assists in the delivery of a cafeteria program with students.

DUTIES:

- Performs general cafeteria duties such as planning menus, preparing and selling food, washing dishes, and cleaning equipment.
- Shops for, orders, picks up, receives and stores food and supplies.
- Operates equipment such as meat slicers, ovens and mixers and ensures that equipment is maintained in good working order.
- Maintains the cafeteria in an aesthetically pleasing manner.
- Participates in organizational meetings and assists in carrying out the recommendations of the team.
- Assists in the training of students who are part of the Cafeteria program.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Completion of a Culinary Arts Apprenticeship Program from an approved college or vocational institution or equivalent
- Valid Food Safe certificate
- Valid basic first aid course

N.B.: 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:

On behalf of:

School District No. 46 (Sunshine Coast)

Secretary-Treasurer

Date

March 16, 2002

On behalf of:

C.U.P.E. Local 801

President

Date

April 17, 2002

