

School District #47 (Powell River)
Class Specification

CAFETERIA ASSISTANT (13.10)

DESCRIPTION

Under the supervision of the school Administrative Officer and under the direction of teaching chef, performs duties of a para-professional nature.

DUTIES AND RESPONSIBILITIES

- Implements education instruction
- Demonstrates food preparation techniques
- Plans catering projects, including menu scheduling and food costs
- Ordering, receiving, food costing
- Inventories materials and supplies
- Monitors students work/keeps completed work and progress records
- Produces reports including tests
- Researches and collects materials and supplies for educational instruction
- Creates displays for demonstration/or student work
- Supervises students as required
- Operates/controls cafeteria cash transactions/register
- Prepares bank deposits
- Performs other assigned comparable duties which are within the scope of knowledge, skills and ability of this position

EQUIPMENT USED

- A wide range of instruction-related equipment
- Specialized equipment for the appropriate trade and job at hand
- An automobile in good working order

QUALIFICATIONS AND EXPERIENCE

- High School graduation
- Trade ticket in Cooking or Baking
- A current First Aid Certificate
- Food Safe Certificate
- Basic computer knowledge and facility with keyboarding and accounting
- A valid B.C. driver's licence/insurance
- Knowledge of Career Preparation

- Experience in:
 - apprenticeship training
 - working with youth
 - supervising students
 - Culinary Arts Competition work
 - working with special needs students

DIRECTION OF OTHERS

- Nil

DESIRABLE TRAINING AND EXPERIENCE

- Working knowledge of secondary school programs

Revision Date: September 19, 1996.