



# Cafeteria Assistant

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## OVERVIEW

Reporting to the Principal and under the direction of the Culinary Arts/Cook Training Teacher, the Cafeteria Assistant coordinates the operation of the school cafeteria. The Cafeteria Assistant provides expertise in safe food preparation to students

## POSITION DESCRIPTION Cafeteria Assistant

### **CA-1**

Provides leadership, under the guidance of the Culinary Arts/Cook Training Teacher, to students in the operation of the cafeteria.

### **CA-2**

Prepares and serves food and beverages for lunch service, breakfast program, regular school activities and on-site catering functions, as required.

### **CA-3**

Requisitions food, beverages, and kitchen supplies as necessary; estimating quantities and ordering amounts ensuring fiscal responsibility and minimizing wastage in consultation with the Culinary Arts/ Cook Trainer Teacher.

### **CA-4**

Maintains the safe operation of the kitchen by adhering to Food Safe Standards (e.g. dish washing, food storage and rotation, and kitchen cleanliness) and maintaining equipment with the assistance of custodial and maintenance staff.

### **CA-5**

Collects funds for such items as cash sales, invoices, and student fees and records in manner requested by the School Accounts Clerk.

### **CA-6**

Assists the Culinary Arts/Cook Trainer Teacher and the School Accounts Clerk in the set-up up and maintenance of a wide variety of accounts and

reports for analyzing budget/program projections and controls related to food and beverage costs.

**CA-7**

Assists the Culinary Arts/Cook Trainer Teacher in the development of work methods, procedures, and standards in compliance with health and safety regulations.

**CA-8**

Operates equipment such as a Point-of-Sale cash register, computer, calculator, photocopier, and a fax machine.

**CA-9**

Drives to pick up and deliver supplies, materials, and equipment, as directed.

**CA-10**

Provides food, beverage and facilities information to students, school staff, District staff and others by email, telephone or in person.

**CA-11**

Provides assistance and guidance in the use of cafeteria facilities during off-peak periods.

**CA-12**

Assists the Culinary Arts/Cook Trainer Teacher in purchasing uniforms and knives for students during new intakes. Arranges for knife sharpening.

**CA-13**

Performs other assigned, comparable, or transient duties that are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS FORM  
Cafeteria Assistant**

<b>EDUCATION</b>	<b>TECHNICAL REQUIREMENTS</b>  Grade 12 or equivalent AND,  Professional Cook Level 1 (28 weeks)  <b>OTHER RELATED COURSES</b>  Food Safe Certificates, Levels I & II  Serving It Right Certifications, Server, and Licensee
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	Valid Drivers' license  WHMIS
<b>EXPERIENCE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  1-year specific experience in the food and beverage industry
<b>KNOWLEDGE</b>	<b><i>JOB SPECIFIC REQUIREMENTS</i></b>  Broad knowledge of food and beverage practices, procedures and equipment operation found in a large school cafeteria/teaching kitchen  Knowledge of spreadsheets, database management and word processing  Broad knowledge of office practices  Broad knowledge of composing business correspondence
<b>SKILLS AND ABILITIES</b>	<b><i>INTERPERSONAL REQUIREMENTS</i></b>  Oral communication skills including the ability to relate to students, staff, and the public  Tact/Courtesy in explaining and/or exchanging data or information  Ability to work in a team/school setting  Organizational skills  Confidentiality  Responsibility  Flexibility  Patience  Ability to work with minimal supervision  Estimate quantities needed, and order correct amounts for economical food service  Operate common mechanical appliances found in a cafeteria  <b><i>PROBLEM SOLVING REQUIREMENTS</i></b>  Ability to manage time appropriately

	<p>Deal effectively with vendors and work cooperatively with others</p> <p>Ability to provide direction to staff and students, as necessary</p> <p>Ability to deal with requests, complaints, or clarification of information</p> <p>Ability to apply appropriate methods, procedures, and policies</p> <p>Ability to document and summarize information</p> <p>Ability to develop work methods under the direction of others</p> <p>Ability to give advice, guidance, instructions, and directions</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Ability to pay close attention to detail</p>
<p><b>WORKING</b></p> <p><b>CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kg and operate related equipment</p> <p>Able to perform related physical and mental activities</p> <p>Ability to operate a motor vehicle</p> <p>Shift flexibility to accommodate catering requests and school functions, when required</p>

Reviewed: May 2025