

**School District No. 53 (Okanagan Similkameen)
Job Description**

JOB TITLE: CAFETERIA COORDINATOR

JOB NUMBER: 109A

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the cafeteria coordinator is responsible for the operation of the school cafeteria.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. coordinate, prepare and serve meals with the assistance of cafeteria staff and in accordance with health regulations;
2. supervise cafeteria staff (such as assign, schedule and check work, explain procedures and establish priorities);
3. plan daily menus, order and purchase supplies, and maintain inventory;
4. maintain records, forms and documents;
5. operate computerized cash register and count/balance cash;
6. receive and verify invoices and the delivery of goods;
7. keep current by participating in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual , WorkSafeBC regulations, health and nutrition guidelines, and Food Safe procedures;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 10 plus courses in food services including FOODSAFE level 1 certificate;
2. one year experience, obtained within the last two years, in the commercial food industry;
3. demonstrated ability to follow health and nutrition guidelines;
4. demonstrated ability to organize a commercial kitchen;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.