

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

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**JOB TITLE:** CAFETERIA ASSISTANT

**JOB NUMBER:** 110A

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, and the guidance of the cafeteria coordinator, the cafeteria assistant prepares and serves meals to students.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. assist in the preparation and delivery of meals;
2. ensure the work area is clean and that food is properly prepared, served and stored;
3. cash handling may include operation of computerized cash register;
4. keep current by participating in job-related training and staff development;
5. communicate positively and effectively, and interact as a collaborative and consultative team member;
6. 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;
7. maintain confidentiality; and
8. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

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

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