

Okanagan Similkameen School District No. 53

Job Description

JOB TITLE: CAFETERIA ASSISTANT

JOB NUMBER: 110A

RESPONSIBLE TO: Principal or Designate

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

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. participate 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. 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. ability to take direction from supervisor(s) and 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.

Rev July 22, 2020

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