

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Cafeteria Assistant

REPORTS TO: Directly: School Principal
Indirectly: Food Services Supervisor

Purpose:

The Cafeteria Assistant is responsible to provide general support through the preparation and service of cafeteria food. The Cafeteria Assistant is responsible for maintaining the cafeteria in a clean and sanitary manner.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Knowledge of laws, regulations, and guidelines governing the food services industry.
- Participation in the Saskatchewan Safe Food Handling course
- Politically and culturally sensitive.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Good written and oral communication skills
- Ability to work independently and follow instructions
- Flexibility and Adaptability to changing situations
- Strong interpersonal and customer service skills
- Ability to present a positive attitude and work ethic
- Ability to lift, push, pull and move food, equipment, supplies, etc., in excess of twenty-five (25) pounds.

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Cafeteria Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Washes pots, pans, utensils, dishes, cutlery and replaces in appropriate areas.
- Ensure all menu items are prepared, presented and served according to required standards.
- Fills beverage reservoirs as required.
- Empties, washes and sanitizes garbage receptacles as required
- General cleaning of drawers, shelves and storage areas in kitchen and storage areas.
- Assure that all food and other departmental supplies are ordered and received in a timely manner so that adequate inventory levels are maintained to support anticipated volume.
- Unpacks, checks and shelves supplies received.
- Serves confectionary after school to students and staff.
- Assist with the training of new employees as required.
- Provide friendly and efficient customer service to the customers in the cafeteria.
- Serve food in the proper portion size and at the proper temperature.

- Follow proper reporting procedures for accidents and incidents.
- Help the Food Services Supervisor with taking stock, ordering & receiving of all goods as required.
- Clean cafeteria including serving area continually as well as before and after business hours.
- Stay productive at all times and prepare for future needs as time allows.
- Adhere to established dress code.
- Maintain a clean and welcoming appearance of all equipment and serving counters.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Attend meetings as requested.
- Performs other duties as assigned by the food service supervisor.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Cafeteria Assistant discuss, in public, information pertaining to a student. A Cafeteria Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Cafeteria Assistant is expected to work independently and as a team member of both the School-based staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Cafeteria Assistant I

The salary grid for the Cafeteria Assistant is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

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| Approved By: | Dean Biesenthal, Supt of Human Resources |
| Date Approved: | May 2011 |
| Reviewed: | |