

# NORTH EAST SCHOOL DIVISION # 200



## **JOB DESCRIPTION**

**POSITION TITLE: Cafeteria Assistant II (Cook)**

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

### **Purpose:**

The Cafeteria Assistant II (Cook) is responsible to provide support through 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
- Excellent teamwork and team building skills.
- Strong customer service skills.
- 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 skills
- Ability to present a positive attitude and work ethic
- Ability to lift, push, pull & move food, equipment, supplies, etc., in excess of twenty-five 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 II (Cook) shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Reviews prepared menu and makes ready food for preparation by removing determined quantities from freezers and storage; unpacks and shelves frozen meats and vegetables
- Prepares main entrée, soups, vegetables and some desserts
- Prepares facilities for food processing by assembling, arranging and checking equipment
- Portions servings and places food on serving lines.
- Responsible for cash register operation at the cafeteria line
- General cleaning of kitchen and storage areas as required
- 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.

- Assists food service students to locate cooking supplies, operate equipment and supervises some work assignments and cleaning tasks
- Assist with the training of new employees as required.
- Washes pots, pans, utensils, dishes, cutlery and replaces in appropriate areas when required
- Serve food in the proper portion size and at the proper temperature.
- Provide friendly and efficient customer service to the customers in the cafeteria.
- 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.
- 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 II (Cook) discuss, in public, information pertaining to a student. A Cafeteria Assistant II (Cook) 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 II (Cook) is expected to work independently and as a team member of both the School-based staff and the school-division 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 II (Cook)**

The salary grid for the Cafeteria Assistant II (Cook) is tied to the following grid:

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

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	May 2011
<b>Reviewed:</b>	