



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	<b>Food Services Assistant 2</b>
Department	Student Support Services
Location	School Based
Reports to	Food Services Coordinator and/or School Administrator(s)

## GENERAL DESCRIPTION

Reporting to the school administrator(s), the Food Services Assistant 2 assists teachers or chefs in the delivery of a cafeteria or food service instructional program by reinforcing with students safe and efficient methods of food preparation and distribution. Assists with the operation of the school cafeteria, including preparing and serving food, maintaining food safety, acting as a cashier, monitoring students and maintaining food and accounting records

## TYPICAL DUTIES & RESPONSIBILITIES

- Performs cooking and food preparation tasks, demonstrating proper and safe techniques including following recipes, weighing and measuring foods, using appropriate terminology, exercising knife skills and displaying a variety of cooking methods.
- Oversees student learning stations. Assists students in food preparation, equipment operation, choice of appropriate storage procedures for food and cafeteria items and in cleaning the teaching kitchen.
- Prepares, serves and/or sells food items prior to and during meal periods. Prepares steam trays for hot items.
- Prepares a variety of hot and cold food items and portions and prepared foods for sale or service to students. Assists in determining pricing.
- Assists in the coordination and operation of the teaching kitchen. Assists with menu planning and ordering of food supplies and materials.
- Maintains a clean work area by washing and cleaning cafeteria supplies and equipment. Replaces items in storage areas. Stores excess food and supplies.
- Receives, stores and rotates incoming food supplies and materials and records inventory of food supplies and materials.
- Operates equipment such as meat slicer, industrial dishwasher, industrial mixer and industrial ovens.
- Prepares cash trays, operates cash register, counts cash, records sales and GST and prepares deposits.
- Washes, dries and stores kitchen laundry.
- Provides input to student progress reports as established by the teacher or chef.
- Assists with the supervision of students in the teaching kitchen

## TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Food Safe Course
- Bake or Cook certificate equivalent to one post-secondary year
- Three months commercial food preparation experience

FOR CMSD: Kiran Bath *Title* Director of Human Resources

FOR CUPE: *Title* CUPE JEMC Representative