

CHEF

Division: 5 (Education Assistant)

Reports to: Principal

Job Summary

With minimal direction by a teacher, the Journeyperson Cook performs bookkeeping duties, prepares food, assists students with food preparation and coordinates the workload of cafeteria personnel. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Plans, prepares and cooks meals to meet program goals for regular classes and special events.
- Coordinates workload of cafeteria support staff and verifies timesheets.
- Assists with instruction and supervises students when baking and cooking, and stocking shelves with groceries.
- Assists teacher in evaluating student performance.
- Supervises apprentices.
- Records catering orders and monitors daily meal orders.
- Performs cashier duties, including daily cash reconciliation.
- Maintains accounting records such as cash, inventory and accounts receivable for the cafeteria.
- Maintains supplies inventory.
- Shops for supplies.
- Compares packing slips and invoices to requisitions and forwards to Financial Services department.
- Launders cafeteria uniforms.
- Ensures kitchen is prepared for classes.
- Performs other cafeteria related or emergent duties.

Tools and Equipment Used

Computer, photocopier, cash register, mixing machines, convection and conventional ovens, microwave, meat slicer, deep fryer, proffer, steamer, commercial dishwasher and other cafeteria equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- A valid B.C. or Inter-Provincial Trades Cook.
- Ability to work with children.
- A food safe certificate.
- A valid Safety Oriented First Aid Certificate.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Basic knowledge of spreadsheet computer functions.
- Basic bookkeeping skills.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to work with constant interruptions.
- Ability to plan and schedule work and organize workload effectively.
- Ability to perform individually and as part of a team.
- Ability to work with special needs students.

Originated: January 31, 1996
Former Title: Journeyperson Cook
Revised: April 4, 2014
Chef