

# CHEF ASSISTANT A

**Division: 5 (Education Assistant)**

**Reports to: Principal**

## **Job Summary**

With minimal direction by a teaching chef, the Chef Assistant A performs bookkeeping duties, 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**

- Coordinates workload of cafeteria support staff and verifies timesheets.
- Assists with instruction and supervises students when baking, and stocking shelves with groceries.
- Assists teaching chef in evaluating student performance.
- 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.
- Bakes for special events.
- Performs other cafeteria related or emergent duties.

## **Tools and Equipment Used**

Computer, photocopier, cash register, meat slicer, deep fryer and other cafeteria equipment.

### **Required Knowledge, Ability, Skills**

- High school diploma or equivalent.
- A valid B.C. or Inter-Provincial Trades Baker's Certificate.
- Ability to work with children.
- 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: July 1, 1994  
Revised: April 29, 2014  
Chef Assistant A