

CHEF ASSISTANT B

Division: 5 (Education Assistant)

Reports to: Principal

Job Summary

With regular direction by a Chef Assistant A, or a teaching chef, the Chef Assistant B assists students with food preparation and clean-up duties. He/she works cooperatively with other employees, students and public.

Duties and Responsibilities

- Assists with instruction and supervises students when preparing food, stocking shelves with groceries and cleaning the cafeteria area and equipment.
- Assists with setting up and delivering cafeteria orders.
- Performs cashier duties.
- Prepares supplies orders.
- Performs inventory counts.
- Shops for supplies.
- Performs other cafeteria related or emergent duties.

Tools and Equipment Used

Photocopier, meat slicer, deep fryer and other cafeteria equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- At least one year's experience in the foods industry.
- At least six months' experience working with children.
- Knowledge of health and safety procedures including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to work with special needs students.

Originated: June 1, 1993

Reviewed: April 29, 2014

Chef Assistant B