

TITLE: CHEF'S TEACHING ASSISTANT
SECTION: Food Services Program
REPORTS TO: Teaching Chef

#006

SUMMARY

Under the direction of the Principal, or designate, manages, plans and organizes a daily cafeteria operation in conjunction with the Teaching Chef and the school's Food Services Program, including the supervision of the Cafeteria Attendant.

DUTIES

1. Assists students and staff with planning and organizing a cafeteria operation in accordance with the school's Food Services Program.
 2. Assists the Teaching Chef with menu planning, inventory and stock control.
 3. Assists the Teaching Chef in the instruction, supervision and evaluation of students.
 4. Manages cafeteria accounting system including cash sales, invoices, bank deposits and balancing of daily accounts to ensure the effective operation of a school cafeteria, utilizing a personal computer as required.
 5. Follows established procedures in arranging for the acquisition of supplies.
 6. Assists with security of cafeteria operations and economical use of food.
 7. Supervises students during the temporary absence of professional staff.
 8. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- "Food Safe" Certificate – Level 1.
- Culinary Arts (Professional Cook Training) Certificate or equivalency.
- Minimum of two years experience in food handling in food services environment equivalent or an equivalent combination of training and experience.
- Ability to operate all industry-standard kitchen equipment
- Knowledge of bookkeeping procedures and the operation of a cash register.
- Ability to utilize personal computer.
- Demonstrated ability to establish and maintain respect for and from students.
- Good organizational, communication and interpersonal skills.
- Ability to work as a member of a team.