



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-09

KITCHEN ASSISTANT

Location: All

SUMMARY:

Under the supervision, direction and evaluation of the Feeding Futures Manager, assists in the preparation and delivery of a food program.

DUTIES:

- Performs general kitchen duties such as planning menus, preparing and selling food, washing dishes, and cleaning equipment.
- Participates in kitchen operations, including but not limited to food inventory, pricing, ordering, storage, and delivery logistics.
- Shops for, orders, picks up, receives and stores food and supplies.
- Operates equipment such as meat slicers, ovens and mixers and ensures that equipment is maintained and in good working order.
- Maintains the kitchen in an aesthetically pleasing manner.
- Participates in organizational meetings and assists in carrying out the recommendations of the team.
- Collects and maintains data about food products, consumption, and waste.
- Assists in the training of students who are part of the kitchen program.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent

- Completion of a Culinary Arts Apprenticeship Program from an approved college or vocational institution, or at least 5 years' experience cooking in a commercial kitchen environment.
- Valid Food Safe Certificate
- Valid basic first aid course
- Valid B.C. Driver's license
- Physical capability to perform job duties

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

Secretary Treasurer

President

Date

Date