

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Lunch Counter Operator

DATE: February 2011

REVIEWED: JUNE 2016

PAY GRADE:

LOCATION: Secondary Schools

SUMMARY: Under the direction of the school Principal, operates a cafeteria-style lunchroom, providing a variety of cold and hot meals and snacks to staff and students.

DUTIES:

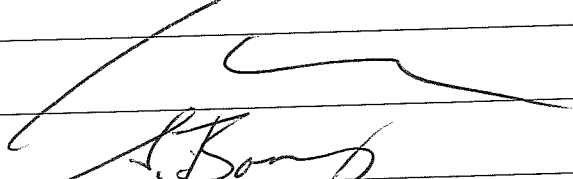
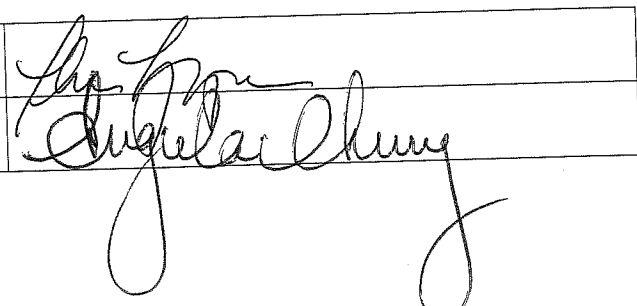
1. Plans, organizes, and directs the operation of a lunch counter, including assigning, prioritizing and monitoring the work of the Cafeteria Aide, to provide a cafeteria-style service.
2. Prepares and cooks a variety of cafeteria-style meals and snacks, including meats, soups, sandwiches, desserts and special orders (diet plates, cakes) to serve through the lunch counter or on a catered basis.
3. Operates kitchen equipment and utensils such as blender, mixer, grinder, slicer, deep-fat fryer, oven, conveyor toaster and dishwasher.
4. Plans menu, utilizing knowledge of food in season, local availability and consumer preference.
5. Orders foodstuff and food-related supplies; determines supply needs and evaluates quality; handles incoming deliveries, stores in dry storage and/or refrigerator or freezer for the lunch counter and, on request, for Home Economics.
6. Serves meals at counter during meal hours, assuring proper portions and attractive garnishing.
7. Determines price of servings, operates cash register, reconciles receipts, collects money and keeps records as to revenue and expenditure. Prepares bank deposits and retains daily cash float.
8. Ensures that lunch room, kitchen area, storage facilities, equipment and utensils are clean and tidy and meet sanitary regulations.
9. Ensures proper cleaning of kitchen laundry.
10. Supervises and assesses students performing work experience. Prepares daily assignment schedule for work experience students and also supervises volunteer students.

11. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus a B.C. FOODSAFE Level 2 Certificate.
2. Up to one (1) year experience in a commercial cooking establishment, with training in cooking methods, presentation and other food-related functions including experience in the administrative/clerical field and demonstrated ability to perform basic bookkeeping or equivalent training and experience.
3. Ability to organize, exercise group control and demonstrate leadership qualities in a work environment.
4. Ability to operate a cash register.
5. Ability to communicate and function effectively and harmoniously in a student/teaching environment and to deal with suppliers.
6. Sufficient physical strength, health and coordination to perform a variety of moderately heavy physical and manual tasks.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
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