SCHOOL DISTRICT #42 Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Chef's Assistant DATE: October 2007
REVIEWED: June 2012

PAY GRADE: LOCATION: Secondary Schools

SUMMARY: Under the direction of the teaching chef, assists in the supervision of students

and the administrative requirements of the teaching kitchen.

DUTIES:

- 1. Operates cash register during cafeteria meal hours. Reconciles cash receipts against cash register tabulation. Prepares bank deposits and retains cash float for following day.
- 2, Maintains sets of accounts, recording daily cash income and entering invoice amounts of food purchased. Calculates monthly total and submits records and verified invoices to school office.
- 3. Assists the teaching chef in the supervision of students. During his absence answers telephone calls, greets salespersons and generally sees to it that proper control is being maintained.
- 4. Assists the teaching chef in the initiation of students and Cafeteria Assistants into the basic operation of the cash register.
- 5. May assist the teaching chef in the teaching of cooking or baking methods and skills. Supervises students' progress in reading and understanding basic recipes.
- 6. Takes and maintains inventory of food supplies.
- 7. Keeps register of uniform inventory and organizes proper exchange for laundering or launders uniforms. Sews name tabs on all student chef coats.
- 8. Assists in the various cleaning duties performed by Cafeteria Assistants.
- 9. 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 bookkeeping practices and procedures plus a B. C. Foodsafe Certificate.
- 2. One (1) year experience in a commercial cooking or baking establishment with training in its operation, methods and equipment including experience in the administrative/clerical field and demonstrated ability to perform basic bookkeeping or equivalent training and experience.
- 3. Ability to operate a cash register.
- 4. Ability to communicate and function effectively and harmoniously in a student/teaching environment.
- 5. Sufficient physical strength, health and coordination to perform a variety of moderately heavy physical and manual tasks.
- 6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATU	JRES: