## SCHOOL DISTRICT #42 Maple Ridge - Pitt Meadows

## JOB DESCRIPTION

JOB TITLE:

Teaching Kitchen Assistant III

DATE:

October 2012

REVIEWED:

October 2017

PAY GRADE:

LOCATION:

Secondary Schools

SUMMARY:

Under the direction of the teaching chef, assists in the supervision of students,  $\frac{1}{2}$ 

daily food preparation, 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. Performs basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods including following recipes, and weighing and measuring food accurately.
- 3. 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.
- 4. Assists the teaching chef in the instruction of basic cooking/baking methods, procedures, and skills. Supervises students' progress in reading, understanding and executing basic recipes.
- 5. Takes and maintains inventory of food supplies.
- 6. Keeps register of uniform inventory and organizes proper exchange for laundering or launders uniforms.
- 7. Assists the teaching chef in the supervision of students. During the chef's absence answers telephone calls, greets salespersons and generally sees to it that proper control is being maintained.

- 8. Assists in the various cleaning duties performed by Teaching Kitchen Assistant I and II as required.
- 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 plus the Professional Cook 1 Certificate of Qualification or the equivalent training and experience.
- 2. One (1) year of recent relevant experience.
- 3. Knowledge of basic bookkeeping processes and practices.
- 4. Ability to operate a cash register.
- 5. Ability to communicate and function effectively and harmoniously in a student/teaching environment.
- 6. Sufficient physical strength, health and coordination to perform a variety of moderately heavy physical and manual tasks.
- 7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT-COMMITTEE MEMBER'S SIGNATURES:

