

CAFETERIA ASSISTANT - (CAF01)



PAY GRADE 2

Position/Title: Cafeteria Assistant **Department/School:** _____

Reports to: _____ **Date:** _____

Incumbent: _____ **Supervisor:** _____

Function and Purpose of Position

Cafeteria Assistants' main responsibility is to provide assistance in the kitchen. The cafeteria assistant assists in all areas of the cafeteria to ensure they are run in a positive and efficient manner. The cafeteria assistant helps teachers with many instructional and non-instructional tasks in the classroom and the kitchen. Under the direction of the teacher, they usually will perform duties in the kitchen to complete tasks that the students are unable to finish or complete.

- Work independently with students or in the classroom with the teacher
- Work with a particular special needs student or a group of students within a class
- Work as part of a multidisciplinary team
- Perform related duties in the kitchen

Activity A: Kitchen, Cafeteria & Cafe Duties

- Assist students in sandwich production
- Assist students in making salads and dressings
- Assist students in making cold platters
- Help students to choose proper ingredients
- Washing dishes and cleaning kitchen, cafeteria and cafe
- Prepare food for outside catering orders or special events
- Work some banquets when necessary
- Assist fellow workers in kitchen to ensure completion of jobs
- Assist in maintaining cleanliness of kitchen and equipment
- Assist in the organizing and cleaning of store room and fridge
- Do laundry throughout the day to ensure clean aprons and cloths
- Assist in preparing, setting up, and dismantling displays, information areas, and work areas

Activity B: Instructional Support

Assist students with sandwich and salad products and procedures under the direction of the teacher. This would include the following:

- Delegate certain tasks to each student
- Help student to choose proper ingredients
- Supervise proper measuring techniques
- Assist students in reading recipes
- Assist students in converting from metric to imperial
- Supervise students under the direction of the teacher in the kitchen
- Demonstrate appropriate and safe use of equipment to students, and understanding the use and function of equipment
- Assist students in developing social skills and model appropriate behaviour
- Encouraging students to do their best
- Help students maintain concentration to complete tasks at hand

Activity C: Cafeteria & Kitchen Management

- Assist with the design and coordination of menus
- Assist the teacher in the preparation and ordering of produce, meat, dairy products, groceries and kitchen supplies
- Receive deliveries, organizes supplies and rotates stock
- Make sure food is prepared with quality control
- Make sure that food is prepared according to health regulations
- Monitor portions and wastage
- Assist in the supervision of cafeteria and cafe during lunch hour
- Demonstrate to students catering procedures and proper handling of food and equipment
- Organizes and checks catering orders daily, to ensure orders are ready when needed
- Ensure students are preparing foods as required for the daily specials
- Ensure students are following health and safety regulations

Activity D: Financial Management

- Supervise cash intake
- Count and balance daily cash
- Fill out cash report at the end of each day
- Take cash to the business manager's office daily
- Assist teacher in instructing students on how to operate cash register for lunch sales
- Demonstrate how to balance the float for cash register
- Attend cash register when students are not available

Activity: Other Duties

EDUCATION AND EXPERIENCE

- A) Education
 - i) High School Diploma

- B) Experience
 - i) One (1) year experience in the Industry

KNOWLEDGE, SKILLS AND ATTITUDES

- Good oral and written communication skills
- Good interpersonal skills
- A good sense of humour
- Knowledge of kitchen equipment
- Good health and physical fitness
- The ability to take direction and work independently
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- Short order cooking skills
- Banquet planning and catering skills
- Food preparation knowledge in soups, sauces, desserts, bread and pastries and appetizers
- Ability to operate deep fryer, large grill, meat slicers, industrial convection oven and industrial mixer

This work is most rewarding for those who enjoy working with people (especially physically, emotionally and behaviourally challenged children), having clear rules and guidelines for their work, and finding innovative ways to handle situations.

DECISION MAKING

Makes decisions in order to assist the implementation of instructional plans as directed by the teacher. Examples: 1.) Once tasks are assigned, may decide on the sequence of events, how to format and prepare classroom resources and educational materials to suit the needs of the student(s) (e.g. menu and recipes).

2.) A decision related to supervision of student's various activities and events under the direction of the teacher (e.g., group children according to skills). 3.) Which menus and recipes to work on to support instructional objectives of the teacher.

WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the same department as yours will exchange everyday information and may require explanation and interpretation of that information.
2. Employees in the school will exchange factual or everyday information.
3. Daily communication with students will require explanation and interpretation of everyday information.

Work is performed under frequent or close supervision. Specific directions and instructions are provided during work process.

PHYSICAL DEMANDS

May be required to routinely lift items weighting up to 10 kilograms.
Lifting heavy boxes and cooking supplies

Some of the unpleasant aspects of the work environment are:

- Contact with infectious diseases
- Noise level
- Standing on concrete floors

WORKING CONDITIONS

Works in the kitchen, cafeteria and cafe.

Has the same holiday schedule as classified staff, including a long summer break as well as winter and spring breaks.

Works on a ten-month contract basis and therefore is not paid during the summer months.

The scheduled hours to be worked are 8.0 hours/day (7:30 AM to 4:00 PM).

Some additional time during evenings or weekends may be required to work banquets

and catering functions.

ADDITIONAL INFORMATION

Agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.