

Applicants: – Please do not remove this posting – **ask for a copy**

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Classroom Education Assistant, Cafeteria Program
(Continuing, Ten-Month)

Location: Gulf Islands Secondary School

Qualifications: See job description attached

Hours of Work: Sixteen (16) working hours per week (0.4846 FTE)
Schedule to be determined in consultation with principal.

Job Rate: \$24.76

Start Date: As soon as possible after the posting closing date

Closing Date: 4:00 p.m., Tuesday, November 7, 2017

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Email: dfennell@sd64.bc.ca

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

This is a union position with C.U.P.E., Local 788. (APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)

DATE RECEIVED _____



Successful applicant: _____

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

L Underwood

**October 31, 2017
(CUPE Posting No. 35) (2017/18)**

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Classroom Education Assistant, Cafeteria Program

SUMMARY

Under direction provides technical and instructional support to the culinary program. Works directly with students in all program areas, with an emphasis on safe food handling and equipment operation.

DUTIES

Under direction:

- Supports student learning
- Maintains a safe, orderly instructional environment
- Demonstrates and models FoodSafe standards and practices
- Demonstrates basic culinary skills and safe operation of tools and equipment
- Researches and collects recipes aligning with the healthy food guidelines
- Assists in planning menus and meals
- Assists with station preparation and set up
- Supports Cafeteria program initiatives including garden and greenhouse
- Controls and demonstrates operation of cash register and debit machine system, works with school administrative assistant to perform daily cash accounting
- Assists in planning and preparation for extra-curricular functions
- Assists the teacher in planning for instruction, monitoring, evaluating and reporting student progress
- Assists students to develop culinary literacy and positive lifelong learning patterns
- Uses WHMIS

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- Three years' experience in related fields
- Two years' experience working with adolescents in a school environment
- Current FoodSafe Certificate
- Ability to communicate information effectively
- Valid First Aid Certification w/CPR
- Current knowledge of commercial kitchen tools and equipment
- Experience working with WHMIS and WCB safety procedures
- Current knowledge of career paths related to food industry
- Documented evidence of exemplary interpersonal skills and ability to work as a team member


Or an equivalent combination of training and experience.

RELATIONSHIPS

- Responsible to the school principal.

APPROVED

On behalf of:
School District #64 (Gulf Islands)




Rod Scotvold
Secretary Treasurer

May 03, 2016

Date

On behalf of:
CUPE Local 788



Larry Melious
President

May 4, 2016

Date

Classification: Paraprofessional V: Classroom

JJEC approved date: March 3, 2016