**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)

*Original signed by:*

Rod Scotvold
Secretary Treasurer

May 3, 2016

On behalf of:
CUPE Local 788

*Original signed by:*

Larry Melious
President

May 4, 2016

**Classification: Paraprofessional V: Classroom**

JJEC approved date: March 3, 2016