SCHOOL DISTRICT #64 (GULF ISLANDS)

INTERNAL JOB POSTING

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

Location: Gulf Islands Secondary School

Qualifications: See job description attached

Hours of Work: Sixteen (16) working hours per week (0.4846 FTE). Mornings

Job Rate: $25.67

Start Date: September 3, 2019

Closing Date: 4:00 p.m., Tuesday, July 2, 2019

Apply in writing to: Linda Underwood, Assistant Superintendent
School Board Office
C/o Lori Deacon, Executive Assistant
Email: ldeacon@sd64.org

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

June 25, 2019
(CUPE Posting No. 15) (2019/20)

[Signature]

Linda Underwood
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: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Original signed by: Original signed by:
Rod Scotvold Larry Melious
Secretary Treasurer President

May 3, 2016 May 4, 2016

Classification: Paraprofessional V: Classroom
JJEC approved date: March 3, 2016