

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Food Services Business Assistant

SUMMARY

Under direction of the administration performs the accounting and operational functions for the Teaching Kitchen along with providing support to the students in the teaching kitchen by demonstrating and reinforcing food preparation techniques.

DUTIES

- Assists the teaching staff in the business operation of the Teaching Kitchen
- Assists all students with carrying out programs as recommended by professional staff by offering demonstrations to students in the preparation of foods which may include salads, sandwiches, meats, vegetables, baked goods and other items
- Performs accounting for public and non-public fund expenditures
- Prepares and checks purchase orders, cheque requests, codes invoices
- Maintains accurate records and files
- Prepares bank deposits, reconciliation
- Costs out and prepares invoices for food services
- Organizes for the maintenance and repairs of commercial kitchen equipment in collaboration with administration
- Coordinates all menu planning, marketing and sales promotions
- Shops, orders and receives supplies
- Monitors and reports on budget information
- Maintains control over petty cash and cash floats
- Sanitizes and cleans high-touch surfaces regularly in the commercial kitchen area
- Acts as cashier for food service in both cafeteria
- Assists with extra food services including; catering/fund-raising events
- Assists with ordering and receiving supplies and maintains inventory
- Answers, screens and refers inquiries
- Maintains inventory of supplies and commercial kitchen equipment
- Orientates staff in kitchen routines and safe work procedures
- Types documents
- Sorts, sends and distributes correspondence
- Monitors students

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

QUALIFICATIONS

- Grade 12
- Hospitality Management Certificate
- Two years of related commercial kitchen experience with a minimum of one year working in an environment with children and youth
- Advanced Specialized relevant skills in food preparation and marketing
- Advanced knowledge of commercial kitchen food preparation, presentation, service and portion control, cooking and baking techniques
- Food Safe Level 1 and Level 2
- WHMIS Certificate

- Valid BC Class 5 Driver's License
- Minimum word processing 40 W.P.M

* Or an equivalent combination of training and experience.

DESIRABLE SKILLS

- Knowledge of District Policies, Procedures and Regulations.

DATE

March 2022

April 2013