

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

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

Canteen Coordinator

SUMMARY

Under direction of the School Administrator or designate, operates the school canteen or cafeteria.

DUTIES

- Organizes and prepares short-order and cold food items
- Plans menus and maintains economic use of food supplies
- Shops, purchases, orders and receives supplies
- Monitors students in food preparation and canteen/cafeteria related activities
- Operates cash register and supervises cash handling procedures
- Recruits and schedules student assistants
- Maintains and practices Food Safe standards (e.g. dish washing, food storage, kitchen cleanliness, proper rotation and storage of food, laundry, etc.)
- Monitors budget information
- Maintains the safe operation of kitchen equipment (e.g. deep fryer, grills)
- Administers emergency first aid to students

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

QUALIFICATIONS

- Grade 12
- Two years related experience
- Professional Cook Training Certificate
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License
- Food Safe Certificate Levels 1 and 2
- Thorough knowledge of WHMIS legislation

** Or an equivalent combination of training and experience.*

DATE

June 2023