



## FOOD SERVICE ASSISTANT

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### Summary

Assists with the operation of the school meals program, including preparing and serving food, maintaining food safety, monitoring students at mealtimes, and maintaining food records.

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### Job Description

- This position reports to the School Administrator or designate, with consultation with the District School Foods Coordinator.
  - Prepares and serves food items prior to and during meal periods.
  - Prepares a variety of hot and cold food items and portions.
  - Maintains a clean work area by washing and cleaning kitchen area, supplies, and equipment. Stores excess food and supplies. Replaces items in storage areas.
  - Receives, stores, and rotates incoming food supplies and materials and records inventory of food supplies and materials.
  - Documents both consumption and food waste amounts.
  - Operates equipment such as blender, stove top, oven, microwave, and dishwasher.
  - Washes, dries, and stores kitchen dishes and laundry.
  - Assists with menu planning, ordering and/or purchasing food supplies and materials.
  - To maintain the confidentiality of sensitive information seen or heard.
  - All employee conduct must be in compliance with school district policies and provincial legislation.
  - *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed.*
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### Typical Qualifications and Skills

- Grade 12 or equivalent
- Completed Food Safe course
- Previous domestic or commercial food preparation experience
- Ability to maintain positive working relationships with staff, students, and family members
- B.C. driver's licence and driver's abstract; access to a vehicle
- Sufficient strength and stamina to perform the duties and responsibilities of the position

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