**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: CAFETERIA COOK/WORKER – BRCI/MRCI**

**Immediate Supervisor: PRINCIPAL**

**Core Function:**

Performs a number of routine duties, under the direction of the supervisor/teacher, in the preparation and serving of food; cleans work area, tables and washes pots, pans, utensils and dishes in a school cafeteria.

**Duties and Responsibilities:**

1. Prepares food for cafeteria service and catering as required.
2. Prepares meats, vegetables, sandwiches, desserts and salads by washing, peeling, cutting, cooking or baking; may specialize in one or more of these preparations.
3. Prepares facilities for food processing by assembling, arranging and checking equipment; fills oil and beverage reservoirs.
4. Portions servings, wraps sandwiches, places food on serving lines or steam tables and fills beverage cups and glasses.
5. Serves food and beverages from counters, steam tables and dispensers to patrons; may accept payment for food served.
6. Cleans tables, counters, appliances and equipment; removes soiled dishes from tables and removes garbage; washes pots, pans, utensils, dishes, cutlery and replaces in storage areas.
7. Assists food service students to locate cooking supplies, operate equipment, and assign cleaning tasks.
8. Checks delivery orders for accuracy; stores stock and groceries as required.
9. Conducts regular inspections; ensures that dining areas, kitchens and storage facilities are clean and sanitary; inspects food to ensure quality and portion control as determined by the supervisor/teacher.
10. Assist with food and equipment inventory
11. Assists in the cleaning of the kitchens and equipment, dishware and laundry.
12. Assists teachers in the AEWS programs with student work schedules and supervise work placements in the BRC cafeteria.
13. Operates cash register, counts and records receipts daily.
14. Converses with immediate supervisor arranges equipment repair and determines necessary replacements or purchases
15. Using your own vehicle, transport food and food containers between Mount Royal Collegiate and Bedford Road Collegiate as needed. Mileage will be paid monthly.
16. Performs such other duties as may be required to meet organizational deadline and objectives.

**Qualifications:**

1. Grade 10 or equivalent;
2. Certified in a Provincially recognized food safety course (i.e. Foodsafe) or willingness to obtain accreditation at the job site;
3. Demonstrated safe food handling practices;
4. Have a valid drivers license and vehicle that can be used to transport food.
5. Strong organizational, communication and interpersonal skills;
6. Ability to work well with high school students.
7. Strong work ethic.

Oct. 2019