

COOK

PURPOSE

This position is responsible for the planning, preparation, and delivery of cafeteria menus in a timely and efficient manner and is also responsible, as required, for the day to day supervision of the cafeteria staff.

This position reports directly to the Cafeteria Manager and indirectly to the Principal.

DUTIES AND RESPONSIBILITIES:

- ⇒ Plan balanced and nutritious menus.
- ⇒ Provide for the preparation of all food served in and from the cafeteria.
- ⇒ Order, receive, and conduct monthly inventories of all cafeteria supplies utilized in food preparation.
- ⇒ Process invoices and maintain accurate financial records.
- ⇒ Maintain the cleanliness of the cafeteria area and the sanitary working conditions in conformance with O.H. & S. and public health standards.
- ⇒ Wear and maintain appropriate working attire in conformance with public health standards.
- ⇒ Co-ordinate activities with staff and students enrolled in Food Preparation classes.
- ⇒ Must comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a Journeyman's Certificate as a cook or equivalent training approved by the Board.
- ⇒ Minimum of 5 years experience as a cook in a related setting.
- ⇒ Experience in the operation of cafeteria tools and equipment.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ WHMIS
- ⇒ Safe Serve
- ⇒ First Aid Level1

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Advanced knowledge and skill in the use of cafeteria tools and equipment.
- ⇒ Advanced knowledge of and ability to perform mathematics required to follow and / or alter recipes.
- ⇒ Working knowledge and skill in the use of standard cleaning practices and procedures, including safe handling and storage techniques for various cleaning agents.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to plan and organize the activities of employees and to train, supervise and motivate employees.
- ⇒ Ability to prioritize multiple demands.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to do Medium Work (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10lbs. of force constantly to move objects).
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.