



## School District #54 (Bulkley Valley)

### JOB DESCRIPTION FOOD SERVICES WORKER

Location: District

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#### SUMMARY:

- Reporting to the School Administrator or designate; the Food Services Worker is responsible for developing nutritional meals for the student population, while staying within budget provided, and while following the Guidelines for Food and Beverages in BC Schools.

#### DUTIES:

- Preparing breakfast and lunch program meals;
- Managing food distribution to students and staff;
- Ordering, transporting and storing food inventory and supplies required for breakfast and lunch, respecting students' food allergies and other restrictions to ensure their safety;
- Working successfully as a member of a team and independently, depending on the task;
- Maintaining basic records using established forms;
- Following established procedures to ensure food safety and economy: monitoring food quality, quantity, temperature and food handling;
- Lifting and carrying food containers, reaching, bending and twisting to pack meals for distribution, load the dishwasher, etc;
- Identifying food safety issues that might jeopardize student safety;
- Maintaining positive relationships with students, parents and staff;
- Demonstrating correct use and proper sanitation of food service equipment, monitoring the cleaning for equipment, additional cleaning as required;
- Cashiering and banking duties, maintaining records related to the operation of the kitchen and foods program.

#### QUALIFICATIONS:

- Extensive knowledge of kitchen and food service operations
- Experience organizing food preparation services and serving skills
- Hold a valid Food Safe Certificate
- Foods preparation certification from a post-secondary institution would be preferable
- Able to communicate effectively with staff and clients
- Must have a valid BC Driver's License
- Available for work on a flexible basis the ability to begin prior to school start-up.
- Demonstrated, exceptional skills and experience with communication technology, word processing, database management and spreadsheet programs (e.g. Microsoft Office)
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Physical capability to perform the job duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer