

JOB DESCRIPTION

Position: Cafeteria Education Assistant

Position Summary: Under the supervision of the Administrator/Teacher, tutor students, deliver specialized teaching and safety materials as they relate to Cafeteria courses and students, order food/supplies, and compile and update student records and monitor student behaviour.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Student Assistance | <ul style="list-style-type: none"> • assist teacher by tutoring individual students or small groups in the preparation and delivery of the cafeteria menu • deliver specialized teaching and safety materials to students in the Cafeteria program |
| 2. Student Records | <ul style="list-style-type: none"> • assist in the development of strategies to achieve academic, behavioural and social goals • monitor and record students' progress |
| 3. Student Supervision | <ul style="list-style-type: none"> • monitor student behaviour to ensure safety of the student and prevent student from hurting others • ensure work areas are clean, food is properly prepared, served and stored • operation of cash register/cash handling • assist in minor first aid and complete required forms • supervision duties as assigned |
| 4. Communication | <ul style="list-style-type: none"> • communicate positively with students, staff and others as and provide information of a detailed or specialized nature. • encourage, secure cooperation and influence the students to achieve social, academic and behavioural goals • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus successful completion of Okanagan College Certified Education Assistant Program or other equivalent community college/university program.

Food Safe II Certification.

Four months recent successful experience in a structured Cafeteria training program.

Demonstrated skill level to effectively assist students with grade appropriate curriculum material.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Physical ability to perform all aspects of the job.

Such other education/experience that is required for this position.