

**Position:** Kitchen Operations Assistant

**Department:** Swan Valley Regional Secondary School Food Services/Culinary Arts)

**Reports To:** Culinary Arts Teacher and Principal

### **JOB SUMMARY**

The Kitchen Operations Assistant is responsible for assisting in the preparation and cooking of meals for students, staff, and faculty, and for maintaining a clean and sanitary kitchen environment. This position is crucial for facilitating the nutrition program for students in need, particularly ensuring that no child goes hungry as per Manitoba Education's mandate by the late Nello Altomare, and for supporting Workplace Safety and Health standards.

### **PRIMARY RESPONSIBILITIES**

- Assist in preparing and cooking meals for students, staff, and visitors.
- Clean and sanitize kitchen equipment, tableware, and work areas.
- Monitor inventory levels of food and supplies and order from vendors when items need to be restocked.
- Ensure that food is stored properly at the correct temperature to prevent spoilage.
- Assist in receiving deliveries and unpacking items.
- Assist in setting up serving areas and maintaining a clean dining area.
- Follow all food safety and sanitation procedures in accordance with health regulations.
- Perform duties to support the students and the Culinary Arts Teacher in meeting curricular outcomes.
- Facilitate the nutrition program for students in need.
- Ensure Safe Work Procedures are collaboratively created and followed as per the Workplace Health & Safety Program.

### **POSITION QUALIFICATIONS**

#### **Required Education and Experience**

- Food Safe Certification and WHMIS.
- Grade 12 diploma.

#### **Required Knowledge, Skills, and Abilities**

- Knowledge of food safety and sanitation procedures in accordance with health regulations.
- Ability to prepare and cook meals.
- Ability to clean and sanitize kitchen equipment, tableware, and work areas effectively.
- Ability to monitor inventory levels and manage supplies.
- Ability to follow Safe Work Procedures and contribute to Workplace Health & Safety.

- Ability to assist in supporting students and the Culinary Arts Teacher with curricular outcomes.

**Preferred Qualifications**

- Post secondary training in Culinary Arts.
- Experience working in a commercial kitchen.

**COMPETENCIES****Organizational**

- Teamwork and Collaboration: Demonstrates the ability to work cooperatively and effectively with colleagues, Division staff, and external parties to achieve shared goals.
- Communication: Communicates clearly, concisely, and professionally, both verbally and in writing, with diverse groups.
- Adaptability: Adjusts effectively to changing work assignments, priorities, and environmental conditions.
- Initiative: Demonstrates self-motivation and acts without constant supervision to complete tasks and address issues.

**Role Specific**

- Food Safety and Sanitation Adherence: Consistent application of food safety and sanitation procedures and health regulations.
- Safety Compliance: Commitment to collaboratively creating and following Safe Work Procedures as per the Workplace Health & Safety Program.
- Nutritional Support: Dedication to facilitating the nutrition program to ensure all students have access to meals and snacks, especially those dependent on free meal programs.
- Teamwork and Support: Ability to effectively assist colleagues and teachers in daily kitchen operations and student support.
- Inventory Management: Attention to detail in monitoring and ordering food and supplies and ensuring proper storage.

**WORK CONDITIONS****Physical Demands**

- Requires physical effort associated with preparing and cooking meals, cleaning and sanitizing, monitoring and handling inventory, receiving deliveries, unpacking items, and setting up serving areas.

**Environment**

- Work primarily in a kitchen setting.
- Involves interactions with students, staff, and faculty.
- Requires adherence to health regulations and Workplace Health & Safety standards.