



Grande Prairie ^{and District} Catholic Schools

Job Description

JOURNEYMAN CULINARY ARTS INSTRUCTOR

Date Created	June 2018
Date Amended	

Reports To

School Principal

Summary

The Journeyman Culinary Arts Instructor supports instructional programs for students enrolled in the Culinary Arts through the management of the commercial kitchen, by providing technical expertise in all areas of food preparation and production, as well as instruction on proper use of food equipment. Preparation of food/meals for special events in the District shall also fall within this job portfolio. The Journeyman Culinary Arts Instructor manages daily operation of school commercial kitchen to ensure compliance with the Province's Food Regulation.

Qualifications

Formal Education

- High School Diploma
- Journeyman Culinary Arts Certificate/Diploma
- Food Safe Certificate
- Red Seal Certification

Experience

- Prior experience in a supervisory or management capacity in a school or other commercial food service setting and in the operation of a variety of commercial food service equipment
- Experience working with children
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

Competencies

- Ability to work with students, teachers and school leadership staff
- Strong communication, training and human relations skills to work cooperatively in close proximity with others under constant deadlines
- Ability to manage inventory and order food and supplies
- Considerable knowledge of large quantity food production and forecasting

- Knowledge of provincial guidelines for safe food handling from receiving to service
- Knowledge of standard sanitation procedures for care and cleaning of kitchen equipment
- Ability to effectively communicate to meet the needs of all customers: students, school staff and community
- Knowledge of free and reduced-price meal benefits guidelines and accountability procedures
- Ability to analyze and utilize data to maintain an efficient and cost-effective Foods operation
- Effective time management skills
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team

Duties and Responsibilities

Support Instructional Programs

- Implement educational programs as prescribed by the teacher
- Assist the teacher in preparation of material
- Provide feedback to the teacher regarding his/her observations of students

Behaviour Management

- Assist in promoting students' emotional growth, well-being and independence
- Encourage the development of student dignity and self-esteem
- Facilitate positive interactions among all students
- Implement behaviour management plans as prescribed by the teacher and/or school team

Supervision

- Follow classroom management/discipline plan
- Model appropriate behavior
- Facilitate inclusion of students in appropriate activities
- Identify potential for conflict, take appropriate action to prevent escalation, request additional staff support if necessary
- Respond to emergency situations, following school procedures
- Document out of the ordinary situations
- Accurately record student performance/behaviour, if required

Commercial Kitchen Operation

- Plan and price menus
- Purchase materials and equipment
- Ensure quality control of food production
- Maintain hygienic and safe environment
- Control inventory

Other

- Provide catering services within the District
- Clean and store materials and equipment after use
- Other responsibilities as assigned by School Administration

Work Conditions

- Frequent, intense, bending, lifting, carrying and standing
- May be required to work occasional evenings for special functions
- Overtime as required

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____