

LL 300474

**M.A.N.T.E. Staff job description**

**Position:** **Educational Assistant B**

**Reports to:** School Principal or Designate  
Program/Classroom Teacher(s)

**Supervises:** N/A

**Job Summary:** Provides assistance in the education, development and training of students, particularly those experiencing learning, behavioural, social, and/or physical difficulties in the Food Services area.

**Potential Exposure to Violence:**

Working in a school setting, especially working closely with students defined above, poses certain inherent risks. Therefore, a minimum of eight hours of training in NVCI is required every three years.

**Typical Duties and Responsibilities:**

- Provides practical training to all students in the Food Services area.
- Provides input to the culinary arts teacher with regards to menu planning and supports food preparation for banquet functions e.g. seniors dinner.
- Keeps inventory of stock/produce and cleaning chemicals.
- Maintains a clean kitchen environment and guides students on the weekly kitchen cleaning schedule.
- Receives and deposits monies and prepares and maintains all necessary systems, reports, records and files related to the Food Services program.
- Performs other related duties as assigned or as required including all duties of an Educational Assistant A.

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**Qualifications:**

- High school diploma with the ability to assist students academically plus additional course work in child education and food services including appropriate safe work procedures and valid Food Handler's certification.
- 1-2 years related experience.
- Experience in the food service industry cooking in a cafeteria setting (batch and short order) and baking is an asset.
- Experience working with youth and training inexperienced kitchen help is an asset.
- Ability to communicate both verbally and in writing with all levels of staff, students and the public.
- Ability to stand for extended periods and to lift up to 25 kg.
- Ability to work effectively with students experiencing behavioural difficulties including the ability to perform all physical activities assigned indoors and out.
- Ability to handle highly confidential information.
- Courses in Non-Violent Crisis Intervention/WEVAS and First Aid/CPR.
- An equivalent combination of education and experience may be acceptable to the Division.

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