

## **School District No. 91 (Nechako Lakes)**

### **JOB DESCRIPTION**

#### **SUPPORT STAFF – SECONDARY SCHOOL CONCESSION WORKER**

Rate of Pay: **Band # 8**

Location: **Secondary Schools**

### **SUMMARY**

- Develops and delivers a school concession program and provides work experience for special needs pupils, in conjunction with the school's Special Education Support Team and/or Work Experience department

### **DUTIES & RESPONSIBILITIES**

- prepares menus on a regular basis with focus on nutrition, school and community needs
- prepares and serves food as required
- coordinates the acquisition of food stuffs, including the pick up and delivery where required
- provides direction/supervision of students involved in the school work experience program
- responsible for the clean up of such duties
- retains receipts, records and other related documentation for submission and/or file, as required
- functions as an advocate for the student(s)
- functions as a member of the School-Based Team and participates in team meetings as appropriate
- works in collaboration with school staff to foster and develop the individual student's potential
- transports students to various locations, e.g. shopping trips and special events
- participates in relevant professional conferences and workshops
- develops a certificate or other method of listing and recognizing skills acquired by students in the high school concession program
- identifies and lists a set of skills, in conjunction with the referring teacher, that students participating in the high school concession program will acquire
- monitors the acquisition of these skills and reports on the skill development to the referring teacher
- liaison in school with public, teachers, students and support staff
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

### **QUALIFICATIONS**

#### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- Special Education Teacher Assistant Certificate
- First Aid Level 1
- a current "Food Safe" certificate
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract

#### **EXPERIENCE**

- six months food preparation training or recent experience in the food industry
- WHMIS Certificate and familiarity with Work Safe BC (WCB) safety procedures

#### **SKILLS & ABILITIES**

- ability to adapt learning tasks to the ability level of learners
- ability to use independent judgement in selecting and interpreting information
- ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information
- working knowledge of behaviour management techniques, conflict resolution and task analysis techniques
- knowledge of the safe and proper use of cleaning agents and techniques
- 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.**