

## FOOD SERVICES ASSISTANT: ROLE AND RESPONSIBILITIES

### Background

A Food Services Assistant, reporting to the Principal and Cafeteria Manager, will provide assistance and support in the day to day operations of the cafeteria at the Yorkton Regional High School.

### Procedures

The Food Services Assistant will have specific responsibilities for:

1. Cafeteria Assistance
  - 1.1 Assist the Cafeteria Manager in the preparation of menu plans and foods.
  - 1.2 Maintain immediate work area in a safe and orderly state.
  - 1.3 Assist in the cleaning and organizing of common areas in the cafeteria.
  
2. Confidentiality
  - 2.1 At no time should a Food Services Assistant discuss, in public, information pertaining to employees, students or the operation of the division. A Food Services Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.
  
3. Other Duties As Assigned
  - 3.1 Performs other duties and obligations as assigned by the Principal and Cafeteria Manager.