



**ST. MARGARET'S
SCHOOL**

Kitchen Helper

Auxiliary / On-Call

Posting # 1819067

External / Internal Posting

Today's Date January 24, 2019 | Closing Date February 15, 2019 | Effective Date ASAP

Hours

Auxiliary relief for a variety of shifts
*Possible Early Morning, Afternoon &
Weekend shifts*

Salary

\$14.97 - \$16.55 per hour
depending on years of service at SMS

This is a bargaining unit position in the Professional Employees Association

Summary

St. Margaret's School is seeking reliable and experienced On-Call Kitchen Helpers to work on an as-needed basis for our very busy Dining Hall. Preparing real food from scratch, the Kitchen Helper will prepare quality food products properly and efficiently in a clean working environment; organize, clean and sanitize the work area; and perform other duties as assigned.

Working in partnership with SAGE Dining, our mission is to create exceptional dining experiences that delight the senses, inspire minds and foster community.

Responsibilities will include, but are not limited to

- Perform a variety of food preparation functions such as washing and cutting vegetables, preparing and filling salad bar and side salads, making salad dressings, filling salt and pepper shakers
- Transport food, supplies and equipment to and from kitchen, dining area, storerooms and refrigerators
- Set, clear and wash dining room tables and arranges tables and chairs
- Assist with serving meals and replenishing serving line as needed
- Strip, racks and washes soiled dishes and cutlery in dishwashing machine. Stacks clean dishes/cutlery
- Ensure that the kitchen and dining areas are kept clean by storing supplies, washing dishes, scrubbing pots and pans, cleaning the grill, washing tables, chairs, food storage and preparation areas and kitchen and dining room equipment
- Assist with any staff events which require the serving of food such as staff meetings or events
- Perform related duties as required

Requirements and Qualifications include

- Food Safe Level 1
- Minimum 2 years' related experience or an equivalent combination of education and experience
- Minimum: Grade 10
- Basic to advanced knife skills
- Understanding of kitchen operational procedures
- Availability for morning, afternoon and weekend shifts

- Ability to read and write in English, use simple math, follow and give oral and written instructions
- Able to take direction; and also work independently
- Ability to establish good relationships with staff, faculty and students
- Positive role model to all members of the St. Margaret's community
- Actively support the vision, mission and values of our school

Interested candidates are invited to submit a covering letter, current resume and references, quoting the Posting number #1819067, by **February 15, 2019** to:

Human Resources, St. Margaret's School
1080 Lucas Avenue, Victoria, BC V8X 3P7, Email: careers@stmarg.ca