



Provincial Job Description

TITLE:
(024) Cook

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for organizing, producing and distributing food and beverages.

QUALIFICATIONS:

- ◆ **Journeyman Cook certificate**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Cooking / Food Preparation

- ◆ Prepares and cooks vegetables, meats, sauces, soups, desserts for meals and snacks.
- ◆ Prepares and monitors special diets (e.g., diabetic, low calorie, gluten free, allergy diets, baby formulas, tube feedings, thicken fluids, low fat).
- ◆ Selects recipes/diet alterations (e.g., consider client/patient/resident preferences).
- ◆ Develops and modifies menus as dictated by product availability.
- ◆ Reads menus, recipes, food preparation methods; determines quantities of ingredients.
- ◆ Develops, tests and adjusts recipes.
- ◆ Prioritizes food preparation and cooking tasks.
- ◆ Bakes (e.g., pies, muffins, buns, biscuits, cookies, cakes).
- ◆ Ensures Quality Control of food production.
- ◆ Monitors food production and service standards.

B. Serve

- ◆ Portions food items and beverages.
- ◆ Serves meals and nourishment.
- ◆ May set up trays.

C. Clean / Sanitize / Disassemble

- ◆ Cleans and sanitizes work area, equipment, floors.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles cafeteria items and puts away.
- ◆ May pre-clean/wash dishes, pots and pans.

D. Related Key Work Activities

- ◆ Locks/unlocks kitchen, freezer and fridge doors.
- ◆ Orders, receives, rotates and maintains inventory.
- ◆ Provides occasional guidance and training to other staff.
- ◆ Provides catering services and plans special occasions (e.g., Christmas event meals/snacks).
- ◆ May schedule and replace staff.
- ◆ May operate till.
- ◆ May deliver/pick-up trays.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 29, 2006