



# *Provincial Job Description*

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***TITLE:***  
**(225) Assistant Cook**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Assists the Head Cook or Cook with the preparation, production and distribution of food and beverages.**

***QUALIFICATIONS:***

- ◆ **Professional Cooking certificate**
- ◆ **Food Safe certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Communication skills**

***EXPERIENCE:***

- ◆ **Previous: Six (6) months previous experience working in a food services operation including cooking experience.**

## ***KEY ACTIVITIES:***

### **A. Food Preparation**

- ◆ Cleans and prepares food (e.g., fruits and vegetables).
- ◆ Slices, grinds, purees and shreds food (e.g., meat, cheese).
- ◆ Measures ingredients.
- ◆ Prepares sandwiches, salads, and pans meats.
- ◆ Assists preparation of breakfast food items according to menu (e.g., hot cereals, eggs, pancakes, bacon, sausages).
- ◆ Assists preparation of soups, casseroles, sauces and gravies.
- ◆ Assists preparation of baked goods (e.g., muffins, cakes, pies, buns, cookies, biscuits, desserts).
- ◆ Assists preparation of meals and nourishments.
- ◆ Assists preparation of special diet meals and nourishments (e.g., diabetic, low calorie, gluten free, allergy free, baby formulas, tube food, thicken fluids, low fat).
- ◆ Heats prepared foods to serving temperatures.

### **B. Serving / Tray Assembly**

- ◆ Portions food items and beverages (e.g., desserts, hot and cold cereal).
- ◆ Assembles trays.
- ◆ Serves breakfast, dinner, supper, Meals-on-Wheels and nourishment.
- ◆ Provides cafeteria/dining room service (e.g., operate till, set tables for meals).
- ◆ Provides tray delivery and pick-up.
- ◆ Assists clients/patients/residents with meals (e.g., open and unwrap containers, cut meat).
- ◆ Assists with catering services.

### **C. Clean / Sanitize / Disassemble**

- ◆ Cleans and sanitizes work areas/surfaces, equipment and floors.
- ◆ Pre-cleans/washes dishes, pots and pans.
- ◆ Collects and disposes of wastes.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles, cleans, reassembles and stores cafeteria items.

**D. Related Key Work Activities**

- ◆ Locks/unlocks kitchen, fridge and doors.
- ◆ Stocks, orders groceries, receives, unpacks and stores.
- ◆ Restocks ward supplies, kitchens, fridges.
- ◆ Stocks laundry supplies for kitchen.
- ◆ Performs Quality Control/temperature checks/rotation of stock.
- ◆ Receives requests and communicates diet changes.
- ◆ Updates patient information.
- ◆ Shows others how to perform tasks or duties by familiarizing new employees with the work area and processes, and by providing advice to other kitchen staff regarding food preparation/distribution methods, equipment operation and sanitizing.
- ◆ May deliver meals to other facilities.

*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:**

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**SGEU:**

**SAHO:**

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**Date: June 29, 2006**