



Provincial Job Description

TITLE:
(010) Head Cook

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the operation of a facility kitchen. Prepares meals and nourishment. Ensures service in a safe and efficient manner.

QUALIFICATIONS:

- ♦ **Journey person Cook certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ♦ **Basic computer skills**
- ♦ **Organizational skills**
- ♦ **Leadership skills**
- ♦ **Communication skills**
- ♦ **Interpersonal skills**
- ♦ **Ability to work independently**
- ♦ **Food Safe certificate**
- ♦ **Driver's license, where required by the job**

EXPERIENCE:

- ♦ **Previous: Twelve (12) months on-the-job in order to develop coordination, supervisory and administrative skills and become familiar with department policies and procedures.**

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, texture modified diets).
- ◆ Selects recipes/diet alterations (e.g., consider client/patient/resident preferences).
- ◆ Develops and modifies menus as dictated by product availability.
- ◆ Reviews diet requests, reads menus, recipes, food preparation methods and 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.
- ◆ Ensures and performs temperature audits on food and equipment.

B. Department Coordination

- ◆ Coordinates and prioritizes daily work of staff.
- ◆ Provides technical leadership and training to staff.
- ◆ Communicates new policies and procedures to staff.
- ◆ Ensures orientation and training of staff.
- ◆ Ensures staff compliance with policies, procedures and regulatory standards.
- ◆ Provides input into performance appraisals, performance reviews and staffing.
- ◆ Schedules and replaces staff.
- ◆ Verifies payroll.
- ◆ Deals with client/patient/resident concerns.
- ◆ Orders, receives, stores, rotates and maintains inventory.
- ◆ Performs various financial duties while adhering to departmental budget.
- ◆ May lead departmental meetings.
- ◆ Coordinates and liaises with other departments and facilities.
- ◆ Maintains menu system (e.g., production sheets, recipes).

C. Related Key Work Activities

- ◆ Portions food items and beverages.
- ◆ Serves meals and nourishment.
- ◆ Cleans and sanitizes work area, equipment, floors.
- ◆ Clears and sanitizes tables.

- ◆ Disassembles cafeteria items and puts away.
- ◆ May pre-clean and/or wash dishes, pots and pans.
- ◆ Locks/unlocks kitchen, freezer and fridge doors.
- ◆ Provides catering services and plans special occasions (e.g., Christmas event meals/snacks).
- ◆ Cashier services.
- ◆ Calibrates thermometers.
- ◆ Ensures and performs temperature audits on food and equipment.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 8, 2019