



Provincial Job Description

TITLE:
(010) Head Cook

PAY BAND:
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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:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Organizational, leadership, communication and interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous:** Six (6) months post-ticket experience working as a Journeyman Cook in order to consolidate knowledge and skills.

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 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.

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.
- ◆ May schedule staff.
- ◆ Replaces staff and verifies payroll records.
- ◆ Deals with client/patient/resident concerns.
- ◆ Orders, receives, rotates and maintains inventory.
- ◆ Adheres to departmental budget.
- ◆ May lead departmental meetings.
- ◆ Coordinates and liaises with other departments.

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).
- ◆ May operate till.

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