


# Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Head Cook</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004; June 29, 2006</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>010</u></p>
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<p><b>Decision Making</b></p> <p>Some choice of action in following prescribed practices organizing, producing and distributing food and beverages. Adjusts menus for special diets and solves problems associated with shortages in supply for special diets, catering and special events. Achieves assigned program and service objectives by coordinating the operation of the facility kitchen, including food acquisition, preparation and distribution, and ensuring a clean and safe working environment. Makes decisions in unusual circumstances, such as when equipment breaks down or power outages, and alternative means must be determined in order to prepare appropriate meals on time.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 10. Journeyperson Cook certificate (6 months/24weeks/720 classroom hours).</p>	<p><u>2.5</u></p>
<p><b>Experience</b></p> <p>Requires previous experience of thirty-six (36) months, which includes thirty (30) months apprenticeship time and six (6) months working as a Journeyperson Cook in order to consolidate skill and knowledge. Requires twelve (12) months on-the-job experience in order to develop coordination, supervisory and administrative skills and become familiar with regional/facility/departmental policies and procedures. Total experience requirement is forty-eight (48) months.</p>	<p><u>7.0</u></p>
<p><b>Independent Judgement</b></p> <p>Carries out the majority of work following standard practice and established procedures. Resolves minor operating problems associated with food production and quality control. Exercises judgement when resolving client/patient/resident meal concerns and maintaining stock levels.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Requires courtesy and tact in contacts with special-needs clients/patients/residents and co-workers, and with vendors and suppliers regarding the provision of supplies. Requires tact to discuss problems and make recommendations for food substitutions in order to prepare food to the satisfaction of clients/patients/residents. Regular contact with clients/patients/residents and their families requires comforting and nurturing skills when discussing changes to diets, meal requests and meal complaints..</p>	<p><u>2.5</u></p>

Impact of Action	Degree
<p>Determines and allocates resources and quality control activities to enhance the effectiveness of the dietary services provided. Misjudgments in the delivery of meal services and inventory control may cause serious short-term discomfort for clients/pateints/residents when special diets are not available (e.g., diabetic), and may cause substantial delays to other departments when meals are not delivered on schedule (e.g., delays to nursing care, cleaning services, medication schedules).</p>	<p><u>3.0</u></p>
<p><b>Leadership and/or Supervision</b>            Provides limited direction to staff by assigning food preparation and delivery duties. Performs key phases of the cooking process. Assigns duties, checks and maintains work flow of staff.</p>	<p><u>3.0</u></p>
<p><b>Physical Demands</b>            Regular physical effort standing and walking, pushing and pulling awkward objects with periods of heavy lifting.</p>	<p><u>2.5</u></p>
<p><b>Sensory Demands</b>            Regular cumulative sensory demands associated with food preparation, deliveries, staff issues, telephones, and clients/patients/residents issues.</p>	<p><u>2.0</u></p>
<p><b>Environment</b>            Regular exposure to major hazards such as heat, temperature extremes, steam, sharp objects and noise.</p>	<p><u>4.0</u></p>