



Provincial Job Description

TITLE:
(225) Assistant Cook

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with preparation, production and distribution of food and beverages, as directed.

QUALIFICATIONS:

- ◆ **Professional Cooking certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Food Safe certificate**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Food Preparation and Assembly

- ◆ Assists with and/or prepares baked goods, meal items, special diets and nourishments according to menu.
- ◆ Prepares sandwiches, Jell-O, salads, desserts and pans meat.
- ◆ Cleans and prepares food items (e.g., fruits, vegetables).
- ◆ Slices, grinds, purees, shreds (e.g., meat, cheese).
- ◆ Measures ingredients.
- ◆ Heats prepared foods to serving temperatures.
- ◆ Repackage food supplies for delivery to other sites.

B. Serving/Tray Assembly

- ◆ Portions food items and beverages.
- ◆ Assembles trays.
- ◆ Serves breakfast, dinner, supper, Meals-on-Wheels and nourishments.
- ◆ 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 and/or washes dishes, pots and pans.
- ◆ Collects and disposes of wastes.
- ◆ Removes soiled linen.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles, cleans, reassembles and stores cafeteria items.

D. Related Key Work Activities

- ◆ Locks/unlocks kitchen, fridge and doors.
- ◆ Orders groceries, receives, unpacks and rotates stock.
- ◆ Restocks ward supplies, kitchens, fridges.
- ◆ Stocks laundry supplies for kitchen.
- ◆ Performs Quality Control/temperature audits on food and equipment.
- ◆ Calibrate thermometers.
- ◆ Receives and communicates diet changes.
- ◆ Updates patient information.

- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ May deliver meals to other facilities.
- ◆ May call in/replace staff.

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:

SGEU:

SEIU:

SAHO:

Date: May 7, 2019