



# *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*