



# *Provincial Job Description*

---

***TITLE:***  
**(024) Cook**

***PAY BAND:***  
**12**

---

***FOR FACILITY USE:***

---

***SUMMARY OF DUTIES:***

Responsible for organizing, producing and distributing food and beverages.

***QUALIFICATIONS:***

- ♦ Journeyperson Cook certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

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

***EXPERIENCE:***

- ♦ **Previous:** Six (6) months on-the-job experience in order to become familiar with timelines, special diets, large quantity food production and 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.
- ◆ Reads menus, recipes, food preparation methods; 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. Meal Service**

- ◆ Portions food items and beverages.
- ◆ Serves meals and nourishments.
- ◆ Tray assembly.

### **C. Clean/Sanitize/Disassemble**

- ◆ Cleans and sanitizes work area, equipment, floors.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles cafeteria items and puts away.
- ◆ Pre-cleans and/or washes dishes, pots and pans.
- ◆ Collects and disposes of wastes.

### **D. Related Key Work Activities**

- ◆ Locks/unlocks kitchen, freezer and fridge doors.
- ◆ Orders, receives, rotates and maintains inventory.
- ◆ Provides occasional guidance and training to other staff.
- ◆ Provides catering services and plans special occasions (e.g., Christmas event meals/snacks).
- ◆ May schedule and replace staff.
- ◆ Cashier services.
- ◆ Deliver/pick-up trays.
- ◆ Calibrate thermometers

*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***