

# JOB DESCRIPTION

Benchmark Job #234

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Ministry: Health  
Branch: Vancouver Detox  
Location: Vancouver

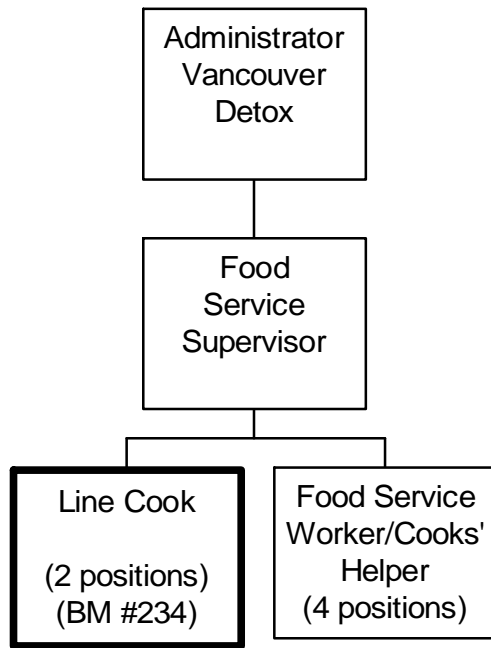
Working Title: **Line Cook**  
Level: Range 11  
Classification: Food Production Services

## PRIMARY FUNCTION

To prepare a variety of meals according to regular or special diets.

## JOB DUTIES AND TASKS

1. Prepares and cooks a variety of meals
  - a. cooks and prepares breakfast, lunch, dinner, special dietary items, catering items, snacks, desserts and baked goods by following menus and recipes
  - b. determines quantities used and best preparation method for perishable supplies to maximize food use
  - c. ensures that all food is prepared and portioned as outlined in the portions control menus
  - d. ensures that food is served at the correct temperature through accurate recording of food temperatures
  - e. ensures that store supplies are taken out for the next day
  - f. operates dish machine, steam chests, deep fryers, toasters, and ovens
  - g. uses slicer, knives and choppers
  - h. recommends changes to menus
  - i. substitutes ingredients as required
  - j. decorates cakes to present food with eye appeal
  - k. trains, assigns, monitors and reviews the work of Cooks' Helpers and Food Service Workers (2 FTE's) on safe food preparation and cleaning
  - l. takes food samples for quality control
2. Receives and stores food items
  - a. receives deliveries of store items and supplies and checks for damage and quality and validates receipt as ordered
  - b. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
  - c. checks temperatures of domestic refrigerators and freezers and adjusts temperature if required
  - d. takes inventory and completes food supply order forms
  - e. ensures supplies coincide with menus
3. Performs other related duties
  - a. checks prepared foods for number of servings per yield
  - b. ensures that work areas are kept clean and tidy
  - c. notes maintenance requirements of equipment
  - d. moves supplies of meat, sugar, flour and other cooking ingredients
  - e. cleans oven, vents, exhaust systems and sweeps floors



## REASON FOR CLASSIFICATION

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Job Title: Line Cook

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of institutional food preparation to prepare and cook a variety of meals for a facility, instruct Food Service Workers in food preparation and safe food handling techniques and recommend changes in menus.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to recognize known differences and determine the priority of tasks to prepare a variety of meals and assign tasks to Food Service Workers.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation to provide direction to Food Service Workers to complete work tasks.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to use kitchen knives in repetitive motions.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, select a course of action to complete assignments using previous instructions and menus to prepare and cook a variety of meals in an institution, instruct Food Service Workers in food preparation, substitute ingredients and use leftovers to best advantage and ensure safe cooking of meals.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to validate that incoming meat supplies and food are in acceptable condition as ordered.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to determine quantities used and best preparation method for perishable supplies to maximize food use.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review the work of Cooks' Helpers and Food Service Workers (2 FTEs).	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently smell and observe to prepare and cook food.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift and carry heavy store items such as meat and sugar.	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent excessive heat from ovens, steamchest, stock pots, grills and deep friers.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently working around sharp knives, steam and heat.	C	6

**Total Points: 418.5**

**Level: Range 11**