

# JOB DESCRIPTION

Reference Job #FP-09

Ministry: Health  
Branch: Maple Cottage Detox  
Location: New Westminster

Working Title:  
Level:  
Classification:

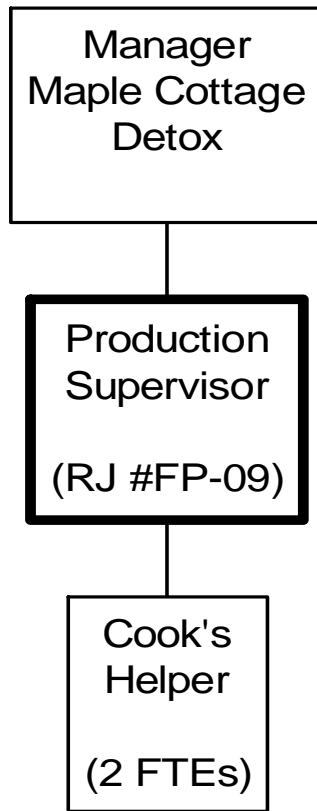
**Production Supervisor**  
Range 14  
Food Production Services

## PRIMARY FUNCTION

To supervise the day to day operation of a kitchen in a small institution and 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 and dinner, special dietary items, catering items, snacks, desserts and baked goods by following menus and recipes
  - b. prepares special meals and desserts
  - c. ensures that all food including therapeutic and special diets are 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 and other kitchen tools and equipment
  - h. recommends changes to menus, substitutes ingredients and recommends improvements to procedures
  - i. decorates cakes to present food with eye appeal
  - j. samples food for quality control
2. Orders and maintains stock control of food items
  - a. purchases and orders food supplies and equipment
  - b. receives deliveries of store items and supplies and checks for damage and quality and contacts vendors to resolve problems
  - c. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
  - d. checks temperatures of domestic refrigerators and freezers and adjusts temperature if required
  - e. takes inventory and completes food supply order forms
  - f. ensures supplies coincide with menus
  - g. estimates annual food usage
3. Supervises kitchen staff (2 FTEs)
  - a. supervises and assigns work done by kitchen staff
  - b. writes and signs performance appraisals for Cook Helpers (2 FTE's)
  - c. prepares work schedules and calls in on-call workers to ensure adequate coverage
  - d. authorizes overtime
4. 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 sugar, flour and other cooking ingredients
  - e. cleans oven, vents, exhaust systems and sweeps floors
  - f. estimates annual equipment usage
  - g. ensures safety and sanitary standards are maintained
  - h. operates cash register, gives and receives change and balance amounts



## REASON FOR CLASSIFICATION

Reference Job #FP-09

Job Title: Production Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of institutional cooking to vary cooking procedures and supervise the preparation and cooking a variety of meals for detox clients.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to assess operational needs and choose an approach using a combination of accepted food preparation methods to organize and supervise the preparation and cooking of meals in a small institutional kitchen with minimal complex dietary requirements.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to use kitchen knives in repetitive motion.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general operating procedures or instructions, selects alternative course of action to organize and supervise the preparation and cooking of meals.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize employee overtime.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the storage and use of supplies in an institutional kitchen.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Cook's Helpers, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
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 and attention to detail to frequently smell and observe food preparation, and work to meal deadlines with interruptions.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift and carry heavy store items such as meat and sugar, regularly lift and carry moderate weight food and pans, and almost always stand.	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent heat from ovens, steamchest, stock pots, grills, and deep fryers.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently walking on slippery floors and frequently working around sharp knives, heat and steam.	C	6

**Total Points: 564.5**

**Level: Range 14**