

JOB DESCRIPTION

Reference Job #FP-02

Ministry: BC Mental Health Society
Branch: Riverview
Location: Port Coquitlam

Working Title:
Level:
Classification:

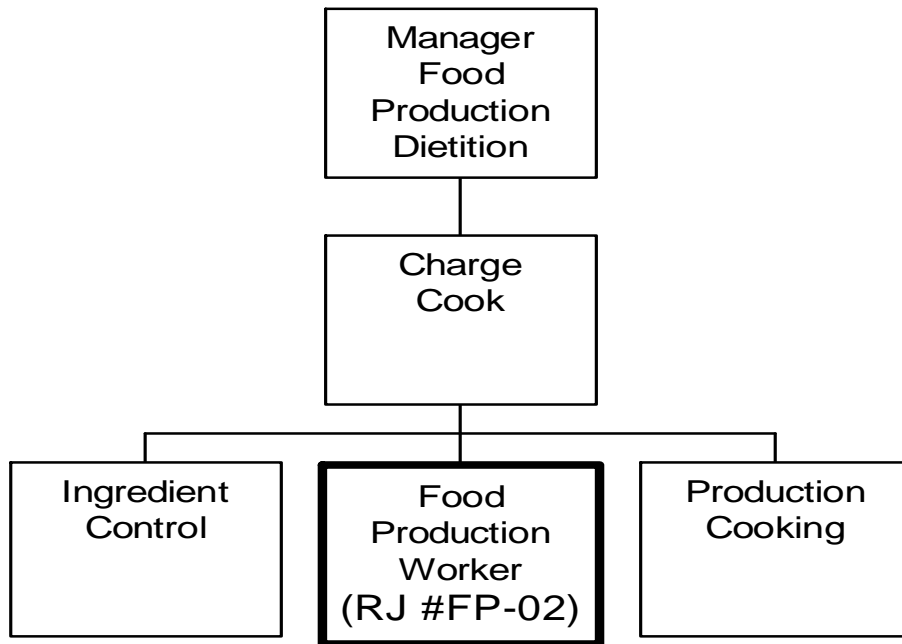
Food Production Worker
Range 9
Food Production Services

PRIMARY FUNCTION

To coordinate and maintain inventory of chilled food and to assist in the preparation of food items.

JOB DUTIES AND TASKS

1. Coordinates and maintains inventory of chilled food
 - a. monitors chiller and freezer operation and removes items when proper temperature has been reached
 - b. uses packaging equipment to package food items
 - c. coordinates, issues and delivers cook/chill and non-cook/chill items
 - d. records production levels and informs supervisor of production discrepancies
 - e. controls issue of food items to all service areas
 - f. follows stock control procedures and prepares and processes related paper work
 - g. moves containers and carts and sorts food items according to delivery time
 - h. porters meal cart wagons to Valley View Pavillion
2. Prepares and assists in cooking of meals
 - a. assists in preparation of food items
 - b. uses and operates kitchen tools and equipment to prepare food
 - c. weighs and packages a variety of food items
3. Cleans and sanitizes work area
 - a. cleans and sterilizes pots, pans and utensils
 - b. cleans walls, floors, re-therm units and other surfaces
 - c. measures liquids and cleaning solutions
 - d. strips, racks, and operates dishwasher for dishes and cutlery
 - e. stacks clean dishes and cutlery
4. Performs other related duties
 - a. rotates and replenishes items in vending machines
 - b. responds to special requests for food
 - c. substitutes food items as required



REASON FOR CLASSIFICATION

Reference Job #FP-02

Job Title: Food Production Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of food service functions and how they relate to the kitchen to coordinate, issue and deliver cook/chill and non-cook/chill items, to maintain inventory of cook/chill food items and prepare food such as salads.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences in a variety of known situations and determine the priority of tasks of delivery of cook/chill and non-cook/chill items.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Tact required to correct stock and inventory problems and coordinate delivery of food items.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to manoeuvre heavy food wagons, measure liquids, food and cleaning solutions, and to operate kitchen equipment.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select course of action to complete assignments using previous instructions to coordinate delivery of cook/chill and non-cook/chill items.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to determine storage requirements and movement of chilled food to other kitchens.</p>	D	22.5

REASON FOR CLASSIFICATION

Reference Job #FP-02

Job Title: Food Production Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to other workers.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure safe food production for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently check condition and age of chilled food.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to almost continuously stand and walk.	D	18
12	SURROUNDINGS Exposure to frequent excessive cold from cook/chill and frozen food handling.	C	6
13	HAZARDS Moderate exposure to hazards from frequently moving moderate weights and occasionally heavy weights.	C	6

Total Points: 299.5

Level: Range 9