

# JOB DESCRIPTION

Benchmark Job #235

Ministry: Health  
Branch: Maples Adolescent Treatment Centre  
Location: Burnaby

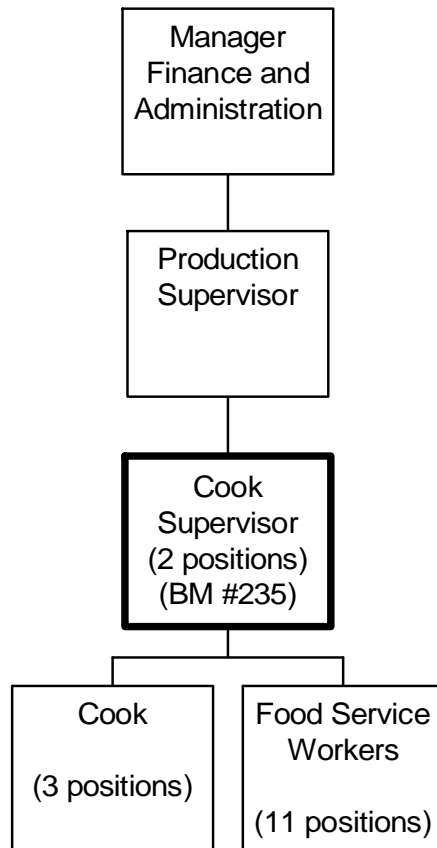
Working Title: **Cook Supervisor**  
Level: Range 13  
Classification: Food Production Services

## PRIMARY FUNCTION

To organize and direct the shift operation of a large institutional kitchen in a seven day operation and to prepare a variety of meals according to regular or special diets.

## JOB DUTIES AND TASKS

1. Organize and direct a shift operation and participate in the preparation and cooking of a variety of meals
  - a. assigns, monitors and reviews the work of 7 Cooks and Food Service Workers (7 FTE's)
  - b. prepares work schedules, calls in workers, ensures coverage, and sets up work
  - c. recommends changes to menus and substitutes ingredients
  - d. recommends improvements to procedures
  - e. cooks and prepares breakfast, lunch, dinner, special dietary items, catering items, snacks, desserts and baked goods by following menus and recipes
  - f. prepares special meals and desserts
  - g. ensures that all food, including therapeutic and special diets, is prepared and portioned as outlined in the portion control menus
  - h. determines quantities used and best preparation methods for perishable supplies to maximize food use
  - i. ensures that food is served at the correct temperature through accurate recording of food temperatures
  - j. ensures that stores/supplies are taken out for the next day
  - k. operates dish machine, steam chests, deep fryers, toasters, and ovens
  - l. uses slicer, knives and choppers and other kitchen tools and equipment
  - m. decorates cakes to present food with eye appeal
  - n. samples food for quality control
  - o. instructs Cooks and Food Service Workers in food preparation and safe food handling techniques
2. Maintains stock control of food items
  - a. receives deliveries of store items and supplies and checks for damage and quality and contacts vendors to resolve problems
  - b. validates receipt of goods for payment purposes
  - c. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
  - d. checks temperatures of refrigerators and freezers and ensures temperature is adjusted if required
  - e. takes inventory and completes food supply order forms
  - f. 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 sugar, flour and other cooking ingredients
  - e. assists with estimates of food and equipment usage
  - f. ensures safety and sanitary standards are maintained



## REASON FOR CLASSIFICATION

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Job Title: Cook Supervisor

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 an institution, instruct Cooks and Foods Service Workers (FSWs) in food preparation and safe food handling techniques and recommend changes in menus.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assess operational needs and choose an approach using a combination of accepted food preparation methods and equipment to organize and direct the preparation and cooking of meals in an institutional kitchen.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to train and direct Cooks and Food Service Workers and resolve problems with supply vendors.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to decorate cakes and use kitchen knives in food preparation.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general institutional personnel and operating procedures, selects alternative course of action to organize and direct the preparation and cooking of meals.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to validate receipt of goods for payment purposes.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to determine quantities used and best preparation methods 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 work of Cooks and Food Service Workers (7 FTEs).	CE	15
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 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, heat and steam.	C	6

**Total Points: 484.5**

**Level: Range 13**