

# JOB DESCRIPTION

Benchmark Job #038

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Ministry: Glendale Lodge Society  
Branch: Dietary Services  
Location: Victoria

Working Title: **Dessert Cook**  
Level: Range 12  
Classification: Food Production Services

## PRIMARY FUNCTION

To prepare a variety of food items, primarily desserts, according to regular or special diets, for residents and staff of Glendale Lodge.

## JOB DUTIES AND TASKS

1. Prepares a variety of food items, primarily desserts
  - a. measures and mixes ingredients according to menus and recipes to cook and prepare muffins, pies, cakes, squares, desserts, cookies, tea biscuits and other food items according to regular and special diets
  - b. prepares fruit lax and stewed prunes
  - c. bakes and prepares gluten free diet items such as muffins, cookies, jello and puddings
  - d. ensures that store supplies are taken out for the next day
  - e. operates dish machine, steam chests, deep fryers, toasters and ovens
  - f. uses slicer, knives and choppers
  - g. recommends changes to menus and substitutes ingredients as required
  - h. decorates cakes to present food with eye appeal
2. Receives and stores food items
  - a. receives and validates deliveries of store items and supplies by checking for damage, quantity and quality
  - b. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
  - c. checks bills of lading for fresh produce, frozen foods and meats
  - d. checks temperatures of refrigerators and freezers and adjusts temperature 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. cleans oven, vents, exhaust systems and sweeps floors
  - f. provides orientation and explains procedures to new employees



## REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of cooking to cook a variety of food items for the residents and staff of an institution and to recommend menu changes.</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 food items, primarily desserts, according to regular or special diets, recommend changes to menu, and substitute ingredients as required.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Tact required to exchange information related to cook duties and kitchen activities to make corrections on hospital kitchen deliveries with supply companies.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to decorate cakes freehand to present food with appealing appearance.</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 instruction to prepare a variety of food items, primarily desserts, according to regular or special diets, order food supplies, recommend menu changes, and substitute ingredients as required.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to validate receipt of goods as ordered.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to maximize use of food by determining quantities and best preparation method of perishable supplies.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to give informal orientation to new employees on procedures.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure hygienic food preparation 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> Heavy physical effort to regularly lift and carry heavy food supplies.	E	24
12	<b>SURROUNDINGS</b> Exposure to frequent excessive heat from ovens.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from regularly pushing, pulling, lifting and carrying of heavy weight food supplies.	C	6

**Total Points: 405.5**

**Level: Range 12**