

JOB DESCRIPTION

Benchmark Job #234

Ministry: Health
Branch: Vancouver Detox
Location: Vancouver

Working Title: **Line Cook**
Level: Range 12
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

Benchmark Job #234

Job Title: Line Cook

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE 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>MENTAL DEMANDS 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>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation to provide direction to Food Service Workers to complete work tasks.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use kitchen knives in repetitive motions.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS 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>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate that incoming meat supplies and food are in acceptable condition as ordered.</p> | C | 15 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION 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 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review the work of Cooks' Helpers and Food Service Workers (2 FTEs). | CD | 14 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution. | D | 25 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently smell and observe to prepare and cook food. | C | 12 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to occasionally lift and carry heavy store items such as meat and sugar. | D | 18 |
| 12 | SURROUNDINGS Exposure to frequent excessive heat from ovens, steamchest, stock pots, grills and deep friers. | C | 6 |
| 13 | HAZARDS Moderate exposure to hazards from frequently working around sharp knives, steam and heat. | C | 6 |

Total Points: 418.5

Level: Range 12