

# JOB DESCRIPTION

Reference Job #FP-08

Ministry: Oak Bay Lodge  
Branch: Food Services  
Location: Victoria

Working Title: **Cook Supervisor**  
Level: Range 15  
Classification: Food Production Services

## PRIMARY FUNCTION

To supervise the food production operation at Oak Bay Lodge.

## JOB DUTIES AND TASKS

1. Ensures production of food at Oak Bay Lodge
  - a. maintains predetermined inventory levels by requisitioning raw food and supplies
  - b. reports faulty equipment and ensures correct lock-out procedures are followed
  - c. requisitions production area equipment for the approval of director
  - d. updates all lodge supply inventories
  - e. completes audits of food production, safety and sanitation to ensure quality assurance standards are met; following up with corrective action and reporting more serious issues to director
  - f. assists the Director and Cooks with the planning and catering of all special functions
  - g. prepares required desserts for all meals, nourishment's and special catering
  - h. provides input into menu preparation and amends menus when required (e.g. late deliveries)
  - i. oversees recipe and new production testing
  - j. assists with standardization of recipes
  - k. ensures the accurate and consistent use of portion control methods and systems
  - l. ensures therapeutic diets are prepared according to prescribed instructions
2. Directly and indirectly supervises staff (7 FTE's) engaged in food production duties
  - a. orients Cooks and Cook's Helpers to the department including familiarizing employees with departments goals and objectives, policies and procedures; job expectations and routines, and safe operating and handling of equipment and supplies with in the production area
  - b. sets daily work priorities and allocating work for employees reporting directly
  - c. acts as a resource person for production staff, discussing and resolving operational problems and concerns
  - d. evaluates the work performance of production staff including completing performance appraisals
  - e. records accidents and injuries in production area and follows up with direction and re-training as required
3. Validates the delivery and receipt of food orders and supplies
  - a. checks orders for correct quantity, quality and cost
  - b. documents problems
  - c. informs Director should further action be required
4. Performs other related duties
  - a. provides input into the development of departmental policies and procedures
  - b. reports unusual incidents that occur during the shift, and keeps the Director and Food Service Workers informed of any production problems
  - c. maintains standards in area set for fire, safety, WHMIS, emergency evacuation
  - d. maintains the department's policies and procedures
  - e. completes written reports on food production



## REASON FOR CLASSIFICATION

Reference Job #FP-08

Job Title: Cook 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 to deal with production problems.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to assess food production requirements using cooking techniques and choose an approach using a combination of accepted methods to solve operational problems.</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 present food with eye appeal and use kitchen knives in repetitive motions.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general production requirements, selects alternative courses of action to solve food production and service related problems.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to validate receipt of food supplies and orders for payment purposes.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control perishable stocks, determine storage and rotation requirements.</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 staff, appraise employee performance and take disciplinary action (7 FTEs).	DF	21
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 attention to detail to frequently work to menu deadlines with many interruptions.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift and carry heavy stores items such as meat and sugar and regularly lift and carry moderate weight food and pans.	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, steam and heat.	C	6

**Total Points: 558**

**Level: Range 15**