

Job Class Profile: Chef (Government House)

Pay Level: CG-29 **Point Band:** 622-675

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	4	4	4	3	3	2	6	
Points	187	50	25	19	120	65	62	43	64	635

JOB SUMMARY

The Chef (Government House) performs skilled and specialized cooking, baking and food preparation work at Government House. Work involves the performance of a variety of duties to prepare, decorate and arrange food for luncheons, banquets, garden parties, receptions and socials for their Honours, their guests and the staff of Government House.

Key and Periodic Activities

- Prepares full course meals for all official functions and regular occasions at Government House; confers with officials for the desired menu and prepares accordingly; bakes, roasts, boils, steams meat, fish, vegetables and other foods; adds seasoning to foods during mixing or cooking according to personal judgement, experience and recipe; carves meat, portions food on serving plates, adds gravies, sauces and garnishes servings to suit the occasion.
- Bakes bread, rolls, cakes, cookies, pies and other bakery items; prepares all jams, jellies, pickles, glazes, dressings and stuffings from fresh grown berries, fruits and vegetables.
- Prepares meals and teas for the Lieutenant Governor and spouse; cooks regular meals for Government House staff; prepares hot and cold trays, sandwiches, cakes, etc., for cocktail and garden parties, receptions, luncheons and other socials for visiting dignitaries and royalty, employing considerable finesse and showmanship in all facets of the culinary arts.
- Plans and engages in culinary activities to meet special menu requirements such as traditional native dishes of Newfoundland and/or visiting dignitaries' homeland, giving full attention to specific diets, tastes and preferences, etc.
- Obtains food from storage or supplier and ensures that kitchen utensils and equipment are maintained in a clean and sanitary condition.

SKILL

Knowledge

General and Specific Knowledge:

- Specialized cooking, baking and food preparation.
- Decorating and related décor.
- Various facets of culinary arts.
- National Sanitation Code.

Formal Education and/or Certification(s):

- Minimum: Completion of recognized courses in cooking and culinary arts.

Years of Experience:

- Minimum: 4 to 5 years.

Competencies:

- Ability to apply established techniques to the completion of activities.
- Ability to co-ordinate a range of related work or project activities.
- Ability to provide advice to others on how to solve a problem.
- Ability to calibrate thermometer.

Interpersonal Skills

- A range of interpersonal skills such as listening and asking questions to obtain information and ensure understanding of any specialized cooking, baking and food preparation needs for a variety of functions, socials, special event planning hosted by their Honours. Also required to confer with officials for desired menu, particularly when hosting includes visiting dignitaries and royalty.
- Most significant contacts are: their Honours (to discuss specialized cooking requirements, décor and themes); officials of visiting dignitaries (to discuss special dietary requirements) and suppliers (to obtain food items).

EFFORT**Physical Effort**

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- Lifting or moving large pans containing food, pots of soup, baker racks with food in and out of ovens, steamers, boxes of vegetables, etc., weighing between 10 to 25 lbs. occurs regularly. There is an occasional requirement to lift or move objects weighing over 50 lbs.
- Work activities require constant standing while preparing, cooking and serving food, walking to various work areas and pushing/pulling food trolleys. Work is often performed in awkward or cramped spaces and requires bending and kneeling.
- Manual or physical activities include fine finger or precision work when using knives to chop and slice; using a variety of kitchen equipment that requires accurate control and steadiness and using gross motor skills when standing, walking, lifting and bending.

Concentration

- **Visual** concentration and alertness is constantly required when preparing menus, cooking and preparing meals; ensuring accuracy of ingredients; visually inspecting food for spoilage; operating a variety of kitchen equipment such as meat slicers, grinders, choppers, etc; and ensuring safety issues when working in a kitchen environment.
- **Auditory** concentration is experienced when discussing menu requirements, themes, décor, etc., for special functions, as well as listening for timers and/or alarms.
- Other sensory demands such as **touch, taste and smell** are important when preparing food to ensure there is no spoilage; to identify if food or oil is burning; to identify any propane leaks and to ensure that the food is of an acceptable quality to serve.

- **Alertness and concentration** are required when performing **repetitive** tasks such as operating equipment with sharp blades; portioning hot items to bowls and plates; using a steamer and turning items over on a grill or bake sheet. **Higher than normal levels of attentiveness and alertness** for the health and safety of others is required to ensure correct dietary requirements are met; equipment and utensils are cleaned and sanitized properly; food is served at the correct temperature and labelled correctly; and kitchen equipment and sharp objects such as knives are stored properly.
- **Time pressures and deadlines** are experienced constantly as meals must be prepared to meet scheduled events. **Interruptions and lack of control over work pace** are experienced during power outages, equipment malfunction, staff shortages, food substitutions, special dietary requirements and last minute catering requests.
- **Exact results and precision** are required when measuring ingredients for recipes and ensuring food is cooked to the proper temperature.

Complexity

- Work involves specialized cooking, baking and food preparation, as well as choosing décor to be used to meet designated colour scheme, or theme.
- Typical challenges or problems relate to preparing meals for visiting dignitaries and royalty employing considerable showmanship in all facets of the culinary arts. Plans and engages in culinary activities to meet special menu requirements such as traditional native dishes of Newfoundland and/or visiting dignitaries' homeland giving full attention to specific diets, tastes and preferences.
- Reference material to assist in addressing problems, challenges and issues include discussion with dignitary officials; standardized recipes; food safety and sanitation guide; organizational policy and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- General supervision is received from an administrative superior. Detailed processes and procedures exist relating to cooking, baking, food preparation and décor.
- Discretion and judgement must be exercised when planning activities to meet special menu requirements such as garden parties, receptions, luncheons and other socials as well as dealing with dignitaries.

Impact

- Work results can have a positive impact within the immediate work area, department, organization and the province.
- Resources affected include equipment, processes and systems, finances, material resources, health and safety and on the corporate image when catering to their Honours and visiting dignitaries.
- Mistakes or errors can result in delays in meal production which can impact guests and staff; increased financial costs due to food wastage/spoilage; equipment malfunction if equipment is not maintained properly; cross contamination and/or food borne illnesses resulting from improper handling, preparation or food storage; health and safety of guests and general public

if food is served that is contaminated.

- Errors are typically identified and resolved within hours of problem identification. Quality assurance checks are in place to ensure health and safety of customers, clients, and general public.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on-the-job training, guidance, mentoring, coaching and support to temporary employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as oil and slip resistant shoes, hairnets, aprons, cotton gloves for handling hot plates, heat proof oven mitts, steel gloves to use while cutting, mask and rubber gloves when using cleaners and sanitizers, and ear protection.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is moderate. Fractures or partial/total disability is limited.
- Work is performed in a kitchen environment resulting in exposure to unusual/distracting noise from kitchen equipment and ventilation systems; dirt, dust, filth or garbage; propane fumes from equipment; wet or slippery floors; hazardous cleaning chemicals; odours from garbage and food spoilage; awkward or confining workspaces; sharp objects such as knives; temperature extremes, etc.