

Job Class Profile: **Cook Helper**

Pay Level: **CG-18** **Point Band:** **278-291**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	1	4	3	1	1	2	1	6	
Points	47	17	25	14	30	22	41	21	64	281

JOB SUMMARY

The Cook Helper is responsible for performing basic food preparation work in an institutional kitchen.

Key and Periodic Activities

- Prepares food trays with dishes and eating utensils for various meals.
- Prepares side dishes; large quantities of breakfast items; light lunches, etc., for patient meal trays and the cafeteria; delivers to appropriate serving area.
- Operates a slicing machine and slices meat and poultry.
- Assists in the cooking of meals.
- Maintains a clean and sanitized work area.
- Orders supplies from storeroom and ensures stock is maintained.
- Notifies supervisor if products have expired to arrange for disposal.
- Serves on the beltline.
- Loads patient trays onto trolleys.

SKILL

Knowledge

General and Specific Knowledge:

- Food Safety and Sanitation Procedures.
- Safe Work Practices.

Formal Education and/or Certification(s):

- Minimum: High School Diploma.

Years of Experience:

- Minimum: No experience required.

Competencies:

- Ability to operate kitchen equipment such as a slicing machine.
- Ability to follow basic instructions and work processes.
- Ability to apply established techniques and work processes

Interpersonal Skills

- Interpersonal/communication skills used include listening to information from others, asking questions to get information, and gaining the co-operation of others to complete work, address issues and/or solve problems.
- The most significant contacts are with the supervisor for advice and support on how to solve issues or problems; co-workers in the completion of daily tasks and activities and with cooks in the preparation of food.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects weighing less than 10 lbs. is a regular requirement and objects 25 to 50 lbs. such as patient trays, turkeys, meat and other food products are required on an occasional basis.
- Work requires standing for extended periods of time in the performance of daily activities and walking is performed on an occasional basis. Work also requires bending to obtain food items out of the refrigerator and to load food trays on trolley.
- Manual or physical activities are performed on a regular basis and include using hand tools that require accurate control and steadiness; using gross motor skills; using machinery or equipment that requires very controlled movement; and maintaining physical balance.

Concentration

- **Visual** concentration or alertness is required when operating kitchen equipment such as a slicing machine and other sharp objects such as knives; preparing food items; inspecting food for spoilage; reading menus; serving on the belt line; and when loading trays onto trolleys for delivery to patients.
- **Auditory** concentration or strain is experienced when working in a noisy kitchen environment and listening to supervisor for direction on daily activities and being able to listen and interact with co-workers.
- Other sensory demands such as **smell** are important to recognize any food spoilage.
- **Alertness and concentration** are required when performing **repetitive** tasks such as operating a slicing machine. **Higher than normal levels of attentiveness and alertness for the health and safety of others** is required to ensure food has not spoiled or passed its expiry date.
- **Time pressures, deadlines and lack of control over work pace** are experienced when trying to meet production schedules. **Interruptions** can occur when there are delays in receiving food items and/or the slicing machine malfunctions.
- **Exact results and precision** are required when preparing food items to ensure the health and safety of patients.

Complexity

- Work involves performing basic food preparation work which is well defined and similar in

terms of the skills and knowledge used.

- Reference material to assist in addressing problems, challenges and issues include guidelines; policies and procedures; food safety regulations, and advice/guidance from supervisors and co-workers.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled and performed in a highly structured environment where guidelines and procedures must be followed in the performance of all duties.
- Decisions are made by the immediate supervisor.

Impact

- Work results can have a positive impact within the immediate work area, department and on customers/clients/patients/general public and on equipment, finances and corporate image when food items are prepared on schedule and in accordance with food safety guidelines.
- Mistakes or errors can result in delays which can impact the duties of other kitchen staff; increase financial costs if product is wasted; cause equipment malfunction if equipment is not used and maintained properly; health and safety of customers/patients/general public if food is served that is contaminated and negatively impact corporate image.
- Errors are typically identified and resolved within hours of problem identification.
- Quality assurance checks are performed regularly by supervisor to ensure the health and safety of customers/clients/patients/general public.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide advice and/or guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear safety shoes in the performance of daily activities.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is moderate. Fractures, partial or total disability is limited.
- Work is performed in a kitchen environment where there is exposure to unusual/distracting noise from kitchen equipment; dirt, dust, filth or garbage; odours from garbage and food spoilage; wet or slippery floors; hazardous cleaning chemicals; temperature extremes and sharp objects such as a slicing machine and knives.