

Job Class Profile: Cook II**Pay Level: CG-28 Point Band: 578-621**

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	3	3	3	2	6	
Points	187	50	25	19	90	65	62	43	64	605

JOB SUMMARY

The Cook II is responsible for cooking and baking on a large scale in an institutional kitchen.

Key and Periodic Activities

- Prepares high quality meals and bakery items by following standardized quantity recipes according to production schedule (menu) and established food safety guidelines.
- Prepares therapeutic (low sodium, low fat, gluten free, diabetic, etc.) and texture modified (diced, minced, blended, etc.) meals for special diets as per nutritional guidelines and standards.
- Participates in menu selection and co-ordinates meal planning by assessing specific requirements such as production quantity, meal types and texture; prepares and stores food items in accordance with safe food handling practices.
- Operates a variety of cooking equipment such as meat slicers, choppers, convection and conventional oven, blenders, steamers, blast chillers, fryers, etc. Calibrates thermometers.
- Monitors and records food temperatures for cooking, hot holding and all other food storage according to food safety guidelines.
- Serves meals on the belt line ensuring correct portion control and diet type.
- Monitors inventory and food storage practices. Orders products/food from storeroom. Monitors food wastage and prepares utilization reports.
- Cleans and sanitizes equipment, utensils and kitchen area to prevent food borne illnesses and cross-contamination.
- Ensures safety and security of kitchen.
- May supervise lower level cooks or kitchen staff. Trains new employees and apprenticeship cooks.
- Prepares and serves food for special catered functions or groups.
- Co-ordinates maintenance and repair of equipment.
- Operates cash register and prepares reports/audits.
- Operates computer in the performance of daily activities.
- Participates in ongoing training, as required.

SKILL**Knowledge****General and Specific Knowledge:**

- Safe Food Handling Practices.
- Safe Work Practices.
- Texture and Therapeutic Standards/Guidelines.
- WHMIS.
- First Aid.
- National Sanitation Code.
- Infection Control.

Formal Education and/or Certification(s):

- Minimum: High School Diploma. Journey person (Cook).

Years of Experience:

- Minimum: 3 to 4 years.

Competencies:

- Ability to follow basic instructions and work processes.
- 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 operate a computer.
- Ability to write straightforward text.
- Ability to operate equipment.
- Ability to calibrate thermometer.

Interpersonal Skills

- Interpersonal/communication skills used includes listening to information from supervisor to ensure understanding of any changes related to production requirements, menu needs or special event planning; asking questions of nursing staff and/or dietitians related to specific dietary requirements; providing routine information to new employees or kitchen staff in the performance of daily activities and gaining the co-operation of other employees to complete work, address issues and/or solve problems.
- Most significant contacts are with supervisor for advice/guidance related to issues such as food shortages, substitutions or equipment problems; nursing staff and/or dietitian regarding issues related to diet type and texture; co-workers in the completion of daily activities; with customers/clients/patients/general public who receive the meal service to ensure that all nutritional needs are met.

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 frozen vegetables, etc., weighing between 10 to 25 lbs., occurs regularly. There is an occasional requirement to lift or move objects weighing over 50 lbs.

- Constantly stands while preparing, cooking and serving food. Walking to various work stations and pushing/pulling food trolleys is also required. 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 or alertness is required on a constant basis when reviewing menu production requirements and catering orders; preparing and cooking meals to ensure the ingredients and amounts used are accurate; to visually inspect food for spoilage; to operate a variety of kitchen equipment such as meat slicers, grinders, choppers, etc; serving on the belt line to ensure the correct portions and diet type are served; and an alertness for safety issues when working in a kitchen environment.
- **Auditory** concentration or strain is experienced when working in a noisy kitchen environment and listening to supervisor to ensure understanding of work requirements or menu changes; listening to food service worker on beltline reading individual menus to ensure correct menu is served; listening for timers and/or alarms; listening to equipment for unusual sounds.
- 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 diet and texture is served; equipment and utensils are cleaned and sanitized properly; food is served at the correct temperature, food is 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 timelines. **Interruptions and lack of control over work pace** are experienced during power outages, equipment malfunction, staff shortages, freight delays, food substitutions, special dietary requirements and last minute catering requests.
- **Exact results and precision** are required when measuring ingredients for standard recipes; when following texture and therapeutic modified recipes to ensure the patient receives the appropriate meal; and ensuring food is cooked to the proper temperature.

Complexity

- Cooking and baking involves the performance of a series of tasks and activities that are well defined and are similar/related in terms of the skills and knowledge used.
- Typical challenges or problems relate to product availability and the identification of acceptable substitutions.
- Reference material to assist in addressing problems, challenges and issues include

standardized recipes; food safety and sanitation guide; organizational policy and procedures; occupational health and safety guidelines; WHMIS guidelines; Material Safety Data Sheets; and advice and guidance from supervisor, nursing staff and dietitians.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Standardized recipes, menus and guidelines for texture and therapeutic modified diets, must be followed. Standardized menus and/or special diet modifications are prepared by managers and dietitians.
- Has authority to order supplies from storeroom; prioritize daily work tasks; assign specific tasks to employees to meet work demands and time schedules, obtain information on a new resident/patient regarding diet requirements and under delegated authority make ingredient substitutions in standardized recipes when a food order is late or in short supply.
- Decisions requiring supervisory approval include changes to menu; purchasing or ordering items that are not available in the storeroom, recalling additional staff for a special event and making changes to policies and procedures.
- Limited discretion can be exercised by employees as standards and guidelines are in place to ensure the health and safety of customers/clients/ patients/general public.

Impact

- Work results can have a positive impact within the immediate work area, department, organization and on customers/clients/patients/general public as well as on equipment, processes and systems, finances, material resources, health and safety and on the corporate image when meals are prepared on schedule and in accordance with appropriate standards and guidelines.
- Mistakes or errors can result in delays in meal production which can impact other kitchen staff, nursing staff and patients; food shortages; 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 customers/clients/patients/general public if food is served that is contaminated or if a patient receives the incorrect meal type or texture.
- 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/patients/general public.

Development and Leadership of Others

- Does not responsibility for the supervision of staff.
- Provides on-the-job training/orientation/direction, guidance, feedback, coaching and/or providing advice to others including new and existing staff and apprenticeship students.

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 where there is exposure to undesirable working conditions such as 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.