
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Food Services

Class Series: Cooks

Grid: 21

Class Title: Cook IV

I. Level Definition

Positions at this level are in charge of planning, preparing and/or directing the preparation of meals in a kitchen providing from 200 to 1199 meals per day.

OR

Act as an Assistant to a Cook V by directing the preparation of meals for an assigned shift and/or performing related administrative duties such as resolving discrepancies with suppliers and supervising designated staff.

II. Typical Duties

- (1) Plans and develops menus and recipes according to the nutritional and therapeutic diet needs of the facility.
- (2) Plans preparation and cooking schedule.
- (3) Prepares and/or directs the preparation of food and therapeutic diet items such as soups, sauces, salads, starches, meats, fish, poultry, vegetables and desserts by methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling, baking and bulk rethermalization; tests food items for palatability and temperature and adjusts accordingly.
- (4) Carves food items such as meat and poultry and controls portioning of food items to ensure recipe yield meets assigned quantity quotas; evaluates meals being served to ensure established standards of quality and quantity are maintained.
- (5) Establishes and ensures maintenance of food rotations in storage in order to minimize spoilage and waste.
- (6) Estimates food requirements according to nutritional and therapeutic diet needs; orders and receives supplies as required; resolves discrepancies with suppliers.
- (7) Supervises designated staff by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (8) Oversees and updates standards and procedures; ensures safety practices and procedures are adhered to.
- (9) Makes recommendations regarding budget for assigned area.
- (10) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized 12 month program in cooking plus three years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.