



POSITION TITLE: Line Cook	POSITION NUMBER:
REGION: Burnaby	LOCATION: Provincial Assessment Centre
CURRENT CLASSIFICATION LEVEL: Food Production Services R11	DATE: February 2010
SUPERVISOR POSITION NUMBER: 083887	SUPERVISOR'S TITLE/CLASSIFICATION: Office Manager, CLERK 14

PROGRAM

Community Living British Columbia [CLBC] delivers support and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision '*Good lives in welcoming communities*'.

PAC is a tertiary service treatment facility. It is designated to serve developmentally challenged individuals with additional psychiatric, medical, psychological and or behavioural supported needs. PAC provides short term acute care and/or assessment to persons who pose concerns for their community placement and care.

PURPOSE OF POSITION

To prepare, cook and serve safe, appropriate and appealing food to provide superior nutrition to individuals admitted to the Provincial Assessment Centre. This position prepares foods from set menus and set recipes under the direction of the consulting dietician.

JOB DUTIES AND ACCOUNTABILITIES

LINE COOK - PRIMARY FUNCTION

To prepare a variety of meals according to regular or special diets.

Under the direction of the Dietician, same reference to site supervisor

JOB DUTIES AND TASKS

1. Prepares and cooks a variety of meals in accordance to approved menu
 - prepares breakfast menu the night before
 - cleans up after food preparation and all meals
 - cooks, prepares and serves lunch and dinner
 - cooks and prepares breakfast, lunch, dinner, special dietary items, catering items, snacks, desserts and baked goods by following set menus and recipes

- determines quantities used and best preparation method for perishable supplies to maximize food use
 - ensures that all food is prepared and portioned as outlined in the menus and therapeutic diets
 - ensures that food is served at the correct temperature through accurate recording of food temperatures (HACCP)
 - ensures that store supplies are taken out for the next day
 - operates power kitchen machines i.e. oven, mixers, dish washer, etc.
 - uses slicer, knives and choppers
 - monitors food returns/ QA program and discusses with RD
 - substitutes ingredients as required within food groups (Canada's food grade) and document in QA
 - Garnishes food appropriately to increase eye appeal
 - trains, assigns, monitors and reviews the work of weekend Dietary Aide on safe food preparation and cleaning
 - takes food samples for quality control
 - ensures QA program is completed as indicated in manual
2. Receives and stores food items
- receives deliveries of store items and supplies and checks for damage and quality and validates receipt as ordered
 - stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
 - checks temperatures of domestic refrigerators and freezers and adjusts temperature if required
 - takes inventory and completes food supply order forms
 - ensures supplies coincide with menus
3. Performs various cleaning functions
- checks temperature of dishwasher for cleaning and sterilization in accordance with audits
 - washes and dries food wagon and trays
 - strips and loads dishes, trays, cutlery, and other utensils into dishwasher and stacks clean items in storage area
 - removes stains and scrubs dishes as required
 - cleans and sterilizes pots, pans, mixing bowls and large utensils
 - takes apart dishwashing machine for cleaning purposes
 - measures liquids and cleaning solutions

<ul style="list-style-type: none"> • removes garbage and takes soiled laundry to dirty linen area • sweeps and mops floors • tidies and cleans refrigerators and storage areas <p>4. Performs other related duties</p> <ul style="list-style-type: none"> • checks prepared foods for number of servings per yield • ensures that work areas are kept clean and tidy • notes maintenance requirements of equipment • moves supplies of meat, sugar, flour and other cooking ingredients • cleans oven, vents, exhaust systems and sweeps floors

EDUCATION

Grade 12

Completion of a Basic cooking training program; Food Safe 1 certificate

KNOWLEDGE, ABILITIES & SKILLS

EXPERIENCE

Min 2 yrs experience as a cook

Experience in a Health Care facility

Exposure to therapeutic diet preparation

KNOWLEDGE

The ability to prepare and present food in a professional manner

ABILITIES & SKILLS

The ability to complete the job duties as listed in this job description

Ability to interact with clients and staff

Communicate effectively

Ability to read and write English

COMPETENCIES

Planning, Organizing and Coordinating

Service Orientation

Organizational Commitment

Name:	Signature:	Date:
SIGNATURES:		
Incumbent:		Date:
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Supervisor:		Date:
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Human Resource Consultant:		Date: