

JOB DESCRIPTION

Benchmark Job #137

Ministry: Social Services
Branch: Woodlands
Location: New Westminster

Working Title:
Level:
NOC Code:

Food Services Supervisor
Range 11
6641

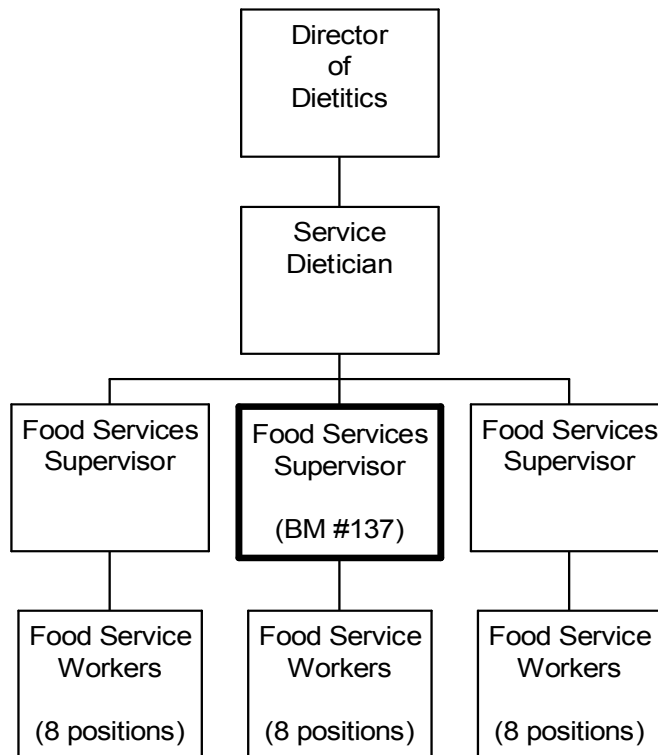
PRIMARY FUNCTION

To organize and supervise food preparation and production by food service workers and ensure a standard of food quality and accuracy.

JOB DUTIES AND TASKS

1. Organizes and supervises food preparation and production
 - a. supervises Food Services Workers (8 FTEs) including recruiting, orientation, scheduling, assigning work and conducting performance appraisals
 - b. trains food service workers in food preparation, safety, sanitation and standards of food quality and accuracy
 - c. maintains roster of staff shifts including ensuring daily coverage, assigning staff to shifts and maintaining records of leaves and vacation time
 - d. organizes the workload of shifts and revises schedules as required to ensure food production timelines are met
 - e. develops and conducts food safety lectures
2. Ensures and maintains a standard of food quality and accuracy during food preparation and production
 - a. implements therapeutic diets for patients including providing information sheets for cooks and food service workers and ensuring that individual resident trayline cards and labels are accurate and up-to-date
 - b. checks meal trays and performs tray audits for accuracy and quality
 - c. maintains temperature and leftover records
 - d. ensures that food items are secure, properly stored and best use is made of perishable food items
 - e. ensures that sanitation and safety standards are maintained during food preparation and production
 - f. exchanges information with Dietician regarding portion control, special diets, costing, catering and other issues relating to food preparation and production and prepares quality reports
3. Performs other related duties
 - a. requisitions food and kitchen supplies for catering programs, wards and the trayline, arranges for the rotation of supplies, and ensures proper storage
 - b. arranges and authorizes the maintenance and repair of kitchen equipment and machinery
 - c. completes accident reports as required
 - d. exchanges information with other departments regarding food delivery, catering needs and supply orders
 - e. maintains inventory of food supplies
 - f. prepares reports and leave management forms as required
 - g. discusses food preferences with mentally challenged clients
 - h. drives vehicle to deliver catering supplies
 - i. monitors budgets for staffing, rental and maintenance of equipment, food and catering supplies
 - j. collects money from sale of staff meals and vending machines and forwards to general revenue

ORGANIZATION CHART
Benchmark Job #137



REASON FOR CLASSIFICATION

Benchmark Job #137

Job Title: Food Services Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of food services and production functions and understand how they relate to the institution's food production requirements to organize and supervise food preparation and perform food quality audits.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to assign trayline meal service tasks, meet special dietary needs of residents, ensure quality control and requisition food supplies.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to deliver catering supplies.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects a course of action to complete assignments using past practices or previous instruction to supervise and organize the food service operation in an institutional kitchen.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize repair and maintenance of kitchen appliances.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to maximize use of perishable foods and ensure proper storage.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #137

Job Title: Food Services Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise food service workers, appraise employee performance and take disciplinary action (8 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the provision of a hygienic food service to residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and taste inspect meal services in order to perform food quality audits.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand to supervise food tray production.	C	12
12	SURROUNDINGS Exposure to frequent excessive heat from ovens.	C	6
13	HAZARDS Moderate exposure to hazards from regular possibility of physical violence from psychiatric patients while discussing food preferences and delivering catering supplies.	C	6

Total Points: 389.5

Level: Range 11

JOB DESCRIPTION

Benchmark Job #038

Ministry: Glendale Lodge Society
Branch: Dietary Services
Location: Victoria

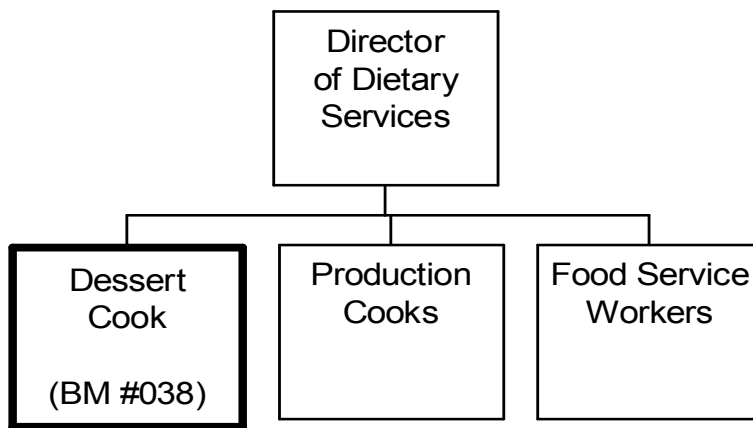
Working Title: **Dessert Cook**
Level: Range 11
NOC Code: 6242

PRIMARY FUNCTION

To prepare a variety of food items, primarily desserts, according to regular or special diets, for residents and staff of Glendale Lodge.

JOB DUTIES AND TASKS

1. Prepares a variety of food items, primarily desserts
 - a. measures and mixes ingredients according to menus and recipes to cook and prepare muffins, pies, cakes, squares, desserts, cookies, tea biscuits and other food items according to regular and special diets
 - b. prepares fruit lax and stewed prunes
 - c. bakes and prepares gluten free diet items such as muffins, cookies, jello and puddings
 - d. ensures that store supplies are taken out for the next day
 - e. operates dish machine, steam chests, deep fryers, toasters and ovens
 - f. uses slicer, knives and choppers
 - g. recommends changes to menus and substitutes ingredients as required
 - h. decorates cakes to present food with eye appeal
2. Receives and stores food items
 - a. receives and validates deliveries of store items and supplies by checking for damage, quantity and quality
 - b. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
 - c. checks bills of lading for fresh produce, frozen foods and meats
 - d. checks temperatures of refrigerators and freezers and adjusts temperature if required
 - e. takes inventory and completes food supply order forms
 - f. ensures supplies coincide with menus
3. Performs other related duties
 - a. checks prepared foods for number of servings per yield
 - b. ensures that work areas are kept clean and tidy
 - c. notes maintenance requirements of equipment
 - d. moves supplies of sugar, flour and other cooking ingredients
 - e. cleans oven, vents, exhaust systems and sweeps floors
 - f. provides orientation and explains procedures to new employees



ORGANIZATION CHART

Benchmark Job #038

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of cooking to cook a variety of food items for the residents and staff of an institution and to recommend menu changes.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to prepare a variety of food items, primarily desserts, according to regular or special diets, recommend changes to menu, and substitute ingredients as required.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information related to cook duties and kitchen activities to make corrections on hospital kitchen deliveries with supply companies.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to decorate cakes freehand to present food with appealing appearance.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instruction to prepare a variety of food items, primarily desserts, according to regular or special diets, order food supplies, recommend menu changes, and substitute ingredients as required.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of goods as ordered.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to maximize use of food by determining quantities and best preparation method of perishable supplies.</p>	C	15

ORGANIZATION CHART
Benchmark Job #038

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal orientation to new employees on procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure hygienic food preparation for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently smell and observe to prepare food.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly lift and carry heavy food supplies.	E	24
12	SURROUNDINGS Exposure to frequent excessive heat from ovens.	C	6
13	HAZARDS Moderate exposure to hazards from regularly pushing, pulling, lifting and carrying of heavy weight food supplies.	C	6

Total Points: 405.5

Level: Range 11

Ministry: Health
Branch: Vancouver Detox
Location: Vancouver

Working Title:
Level:
NOC Code:

Line Cook
Range 11
6242

PRIMARY FUNCTION

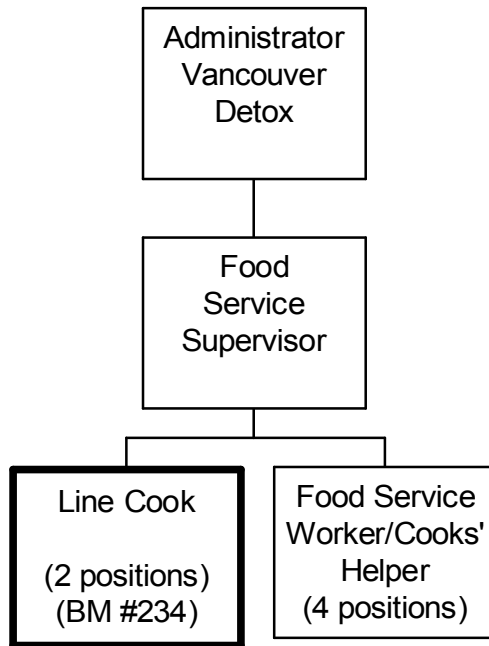
To prepare a variety of meals according to regular or special diets.

JOB DUTIES AND TASKS

1. Prepares and cooks a variety of meals
 - a. cooks and prepares breakfast, lunch, dinner, special dietary items, catering items, snacks, desserts and baked goods by following menus and recipes
 - b. determines quantities used and best preparation method for perishable supplies to maximize food use
 - c. ensures that all food is prepared and portioned as outlined in the portions control menus
 - d. ensures that food is served at the correct temperature through accurate recording of food temperatures
 - e. ensures that store supplies are taken out for the next day
 - f. operates dish machine, steam chests, deep fryers, toasters, and ovens
 - g. uses slicer, knives and choppers
 - h. recommends changes to menus
 - i. substitutes ingredients as required
 - j. decorates cakes to present food with eye appeal
 - k. trains, assigns, monitors and reviews the work of Cooks' Helpers and Food Service Workers (2 FTE's) on safe food preparation and cleaning
 - l. takes food samples for quality control

2. Receives and stores food items
 - a. receives deliveries of store items and supplies and checks for damage and quality and validates receipt as ordered
 - b. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
 - c. checks temperatures of domestic refrigerators and freezers and adjusts temperature if required
 - d. takes inventory and completes food supply order forms
 - e. ensures supplies coincide with menus

3. Performs other related duties
 - a. checks prepared foods for number of servings per yield
 - b. ensures that work areas are kept clean and tidy
 - c. notes maintenance requirements of equipment
 - d. moves supplies of meat, sugar, flour and other cooking ingredients
 - e. cleans oven, vents, exhaust systems and sweeps floors



ORGANIZATION CHART

Benchmark Job #234

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of institutional food preparation to prepare and cook a variety of meals for a facility, instruct Food Service Workers in food preparation and safe food handling techniques and recommend changes in menus.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to prepare a variety of meals and assign tasks to Food Service Workers.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation to provide direction to Food Service Workers to complete work tasks.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use kitchen knives in repetitive motions.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instructions and menus to prepare and cook a variety of meals in an institution, instruct Food Service Workers in food preparation, substitute ingredients and use leftovers to best advantage and ensure safe cooking of meals.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate that incoming meat supplies and food are in acceptable condition as ordered.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to determine quantities used and best preparation method for perishable supplies to maximize food use.</p>	C	15

ORGANIZATION CHART
Benchmark Job #234

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review the work of Cooks' Helpers and Food Service Workers (2 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently smell and observe to prepare and cook food.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to occasionally lift and carry heavy store items such as meat and sugar.	D	18
12	SURROUNDINGS Exposure to frequent excessive heat from ovens, steamchest, stock pots, grills and deep friers.	C	6
13	HAZARDS Moderate exposure to hazards from frequently working around sharp knives, steam and heat.	C	6

Total Points: 418.5

Level: Range 11

JOB DESCRIPTION

Benchmark Job #235

Ministry: Health
Branch: Maples Adolescent Treatment Centre
Location: Burnaby

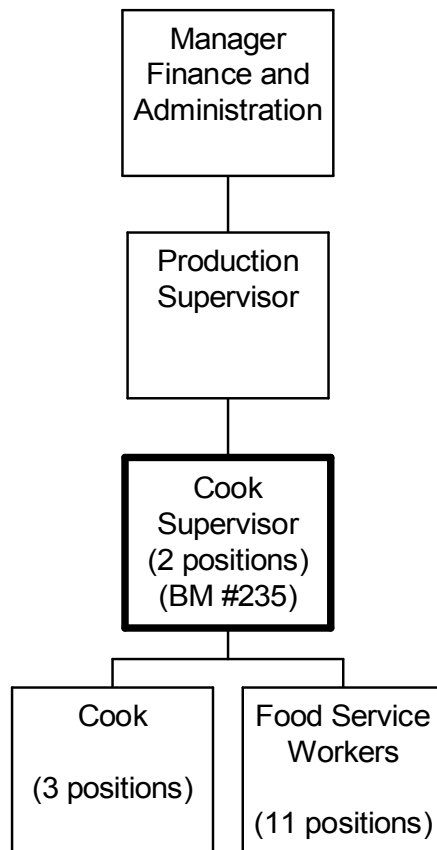
Working Title: **Cook Supervisor**
Level: Range 13
NOC Code: 6241

PRIMARY FUNCTION

To organize and direct the shift operation of a large institutional kitchen in a seven day operation and to prepare a variety of meals according to regular or special diets.

JOB DUTIES AND TASKS

1. Organize and direct a shift operation and participate in the preparation and cooking of a variety of meals
 - a. assigns, monitors and reviews the work of 7 Cooks and Food Service Workers (7 FTE's)
 - b. prepares work schedules, calls in workers, ensures coverage, and sets up work
 - c. recommends changes to menus and substitutes ingredients
 - d. recommends improvements to procedures
 - e. cooks and prepares breakfast, lunch, dinner, special dietary items, catering items, snacks, desserts and baked goods by following menus and recipes
 - f. prepares special meals and desserts
 - g. ensures that all food, including therapeutic and special diets, is prepared and portioned as outlined in the portion control menus
 - h. determines quantities used and best preparation methods for perishable supplies to maximize food use
 - i. ensures that food is served at the correct temperature through accurate recording of food temperatures
 - j. ensures that stores/supplies are taken out for the next day
 - k. operates dish machine, steam chests, deep fryers, toasters, and ovens
 - l. uses slicer, knives and choppers and other kitchen tools and equipment
 - m. decorates cakes to present food with eye appeal
 - n. samples food for quality control
 - o. instructs Cooks and Food Service Workers in food preparation and safe food handling techniques
2. Maintains stock control of food items
 - a. receives deliveries of store items and supplies and checks for damage and quality and contacts vendors to resolve problems
 - b. validates receipt of goods for payment purposes
 - c. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
 - d. checks temperatures of refrigerators and freezers and ensures temperature is adjusted if required
 - e. takes inventory and completes food supply order forms
 - f. ensures supplies coincide with menus
3. Performs other related duties
 - a. checks prepared foods for number of servings per yield
 - b. ensures that work areas are kept clean and tidy
 - c. notes maintenance requirements of equipment
 - d. moves supplies of sugar, flour and other cooking ingredients
 - e. assists with estimates of food and equipment usage
 - f. ensures safety and sanitary standards are maintained



ORGANIZATION CHART

Benchmark Job #235

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of institutional food preparation to prepare and cook a variety of meals for an institution, instruct Cooks and Foods Service Workers (FSWs) in food preparation and safe food handling techniques and recommend changes in menus.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess operational needs and choose an approach using a combination of accepted food preparation methods and equipment to organize and direct the preparation and cooking of meals in an institutional kitchen.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to train and direct Cooks and Food Service Workers and resolve problems with supply vendors.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to decorate cakes and use kitchen knives in food preparation.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general institutional personnel and operating procedures, selects alternative course of action to organize and direct the preparation and cooking of meals.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of goods for payment purposes.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to determine quantities used and best preparation methods for perishable supplies to maximize food use.</p>	C	15

ORGANIZATION CHART
Benchmark Job #235

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of Cooks and Food Service Workers (7 FTEs).	CE	15
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently smell and observe to prepare food.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to occasionally lift and carry heavy store items such as meat and sugar.	D	18
12	SURROUNDINGS Exposure to frequent excessive heat from ovens, steamchest, stock pots, grills, and deep friers.	C	6
13	HAZARDS Moderate exposure to hazards from frequently working around sharp knives, heat and steam.	C	6

Total Points: 484.5

Level: Range 13

Ministry: Oak Bay Lodge
Branch: Food Services
Location: Victoria

Working Title:
Level:
NOC Code:

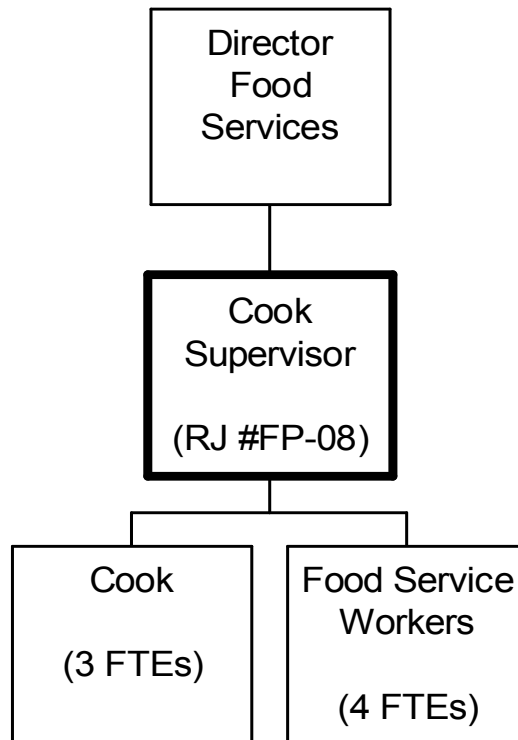
Cook Supervisor
Range 14
6241

PRIMARY FUNCTION

To supervise the food production operation at Oak Bay Lodge.

JOB DUTIES AND TASKS

1. Ensures production of food at Oak Bay Lodge
 - a. maintains predetermined inventory levels by requisitioning raw food and supplies
 - b. reports faulty equipment and ensures correct lock-out procedures are followed
 - c. requisitions production area equipment for the approval of director
 - d. updates all lodge supply inventories
 - e. completes audits of food production, safety and sanitation to ensure quality assurance standards are met; following up with corrective action and reporting more serious issues to director
 - f. assists the Director and Cooks with the planning and catering of all special functions
 - g. prepares required desserts for all meals, nourishment's and special catering
 - h. provides input into menu preparation and amends menus when required (e.g. late deliveries)
 - i. oversees recipe and new production testing
 - j. assists with standardization of recipes
 - k. ensures the accurate and consistent use of portion control methods and systems
 - l. ensures therapeutic diets are prepared according to prescribed instructions
2. Directly and indirectly supervises staff (7 FTE's) engaged in food production duties
 - a. orients Cooks and Cook's Helpers to the department including familiarizing employees with departments goals and objectives, policies and procedures; job expectations and routines, and safe operating and handling of equipment and supplies with in the production area
 - b. sets daily work priorities and allocating work for employees reporting directly
 - c. acts as a resource person for production staff, discussing and resolving operational problems and concerns
 - d. evaluates the work performance of production staff including completing performance appraisals
 - e. records accidents and injuries in production area and follows up with direction and re-training as required
3. Validates the delivery and receipt of food orders and supplies
 - a. checks orders for correct quantity, quality and cost
 - b. documents problems
 - c. informs Director should further action be required
4. Performs other related duties
 - a. provides input into the development of departmental policies and procedures
 - b. reports unusual incidents that occur during the shift, and keeps the Director and Food Service Workers informed of any production problems
 - c. maintains standards in area set for fire, safety, WHMIS, emergency evacuation
 - d. maintains the department's policies and procedures
 - e. completes written reports on food production



ORGANIZATION CHART

Reference Job #FP-08

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of institutional cooking to vary cooking procedures to deal with production problems.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to assess food production requirements using cooking techniques and choose an approach using a combination of accepted methods to solve operational problems.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to present food with eye appeal and use kitchen knives in repetitive motions.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general production requirements, selects alternative courses of action to solve food production and service related problems.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of food supplies and orders for payment purposes.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control perishable stocks, determine storage and rotation requirements.</p>	D	22.5

ORGANIZATION CHART

Reference Job #FP-08

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (7 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently work to menu deadlines with many interruptions.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to occasionally lift and carry heavy stores items such as meat and sugar and regularly lift and carry moderate weight food and pans.	D	18
12	SURROUNDINGS Exposure to frequent heat from ovens, steamchest, stock pots, grills, and deep fryers.	C	6
13	HAZARDS Moderate exposure to hazards from frequently walking on slippery floors and frequently working around sharp knives, steam and heat.	C	6

Total Points: 558

Level: Range 14

JOB DESCRIPTION

Reference Job #FP-09

Ministry: Health
Branch: Maple Cottage Detox
Location: New Westminster

Working Title:
Level:
NOC Code:

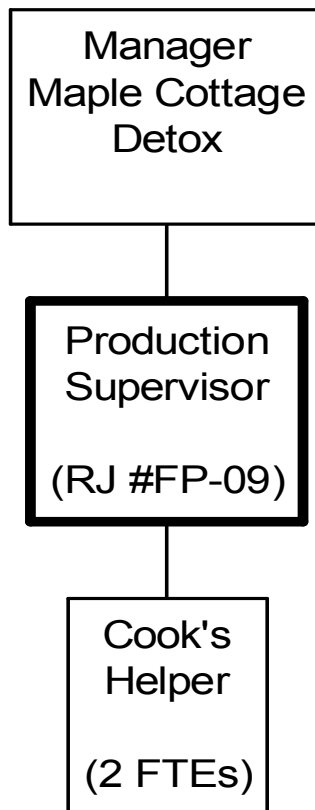
Production Supervisor
Range 14
6242

PRIMARY FUNCTION

To supervise the day to day operation of a kitchen in a small institution and to prepare a variety of meals according to regular or special diets.

JOB DUTIES AND TASKS

1. Prepares and cooks a variety of meals
 - a. cooks and prepares breakfast, lunch and dinner, special dietary items, catering items, snacks, desserts and baked goods by following menus and recipes
 - b. prepares special meals and desserts
 - c. ensures that all food including therapeutic and special diets are prepared and portioned as outlined in the portions control menus
 - d. ensures that food is served at the correct temperature through accurate recording of food temperatures
 - e. ensures that store supplies are taken out for the next day
 - f. operates dish machine, steam chests, deep fryers, toasters and ovens
 - g. uses slicer, knives and choppers and other kitchen tools and equipment
 - h. recommends changes to menus, substitutes ingredients and recommends improvements to procedures
 - i. decorates cakes to present food with eye appeal
 - j. samples food for quality control
2. Orders and maintains stock control of food items
 - a. purchases and orders food supplies and equipment
 - b. receives deliveries of store items and supplies and checks for damage and quality and contacts vendors to resolve problems
 - c. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
 - d. checks temperatures of domestic refrigerators and freezers and adjusts temperature if required
 - e. takes inventory and completes food supply order forms
 - f. ensures supplies coincide with menus
 - g. estimates annual food usage
3. Supervises kitchen staff (2 FTEs)
 - a. supervises and assigns work done by kitchen staff
 - b. writes and signs performance appraisals for Cook Helpers (2 FTE's)
 - c. prepares work schedules and calls in on-call workers to ensure adequate coverage
 - d. authorizes overtime
4. Performs other related duties
 - a. checks prepared foods for number of servings per yield
 - b. ensures that work areas are kept clean and tidy
 - c. notes maintenance requirements of equipment
 - d. moves supplies of sugar, flour and other cooking ingredients
 - e. cleans oven, vents, exhaust systems and sweeps floors
 - f. estimates annual equipment usage
 - g. ensures safety and sanitary standards are maintained
 - h. operates cash register, gives and receives change and balance amounts



ORGANIZATION CHART

Reference Job #FP-09

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of institutional cooking to vary cooking procedures and supervise the preparation and cooking a variety of meals for detox clients.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to assess operational needs and choose an approach using a combination of accepted food preparation methods to organize and supervise the preparation and cooking of meals in a small institutional kitchen with minimal complex dietary requirements.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use kitchen knives in repetitive motion.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general operating procedures or instructions, selects alternative course of action to organize and supervise the preparation and cooking of meals.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize employee overtime.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the storage and use of supplies in an institutional kitchen.</p>	D	22.5

ORGANIZATION CHART

Reference Job #FP-09

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Cook's Helpers, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration and attention to detail to frequently smell and observe food preparation, and work to meal deadlines with interruptions.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to occasionally lift and carry heavy store items such as meat and sugar, regularly lift and carry moderate weight food and pans, and almost always stand.	D	18
12	SURROUNDINGS Exposure to frequent heat from ovens, steamchest, stock pots, grills, and deep fryers.	C	6
13	HAZARDS Moderate exposure to hazards from frequently walking on slippery floors and frequently working around sharp knives, heat and steam.	C	6

Total Points: 564.5

Level: Range 14

Ministry: Children and Families
Branch: Maples Adolescent Centre
Location: Burnaby

Working Title:
Level:
NOC Code:

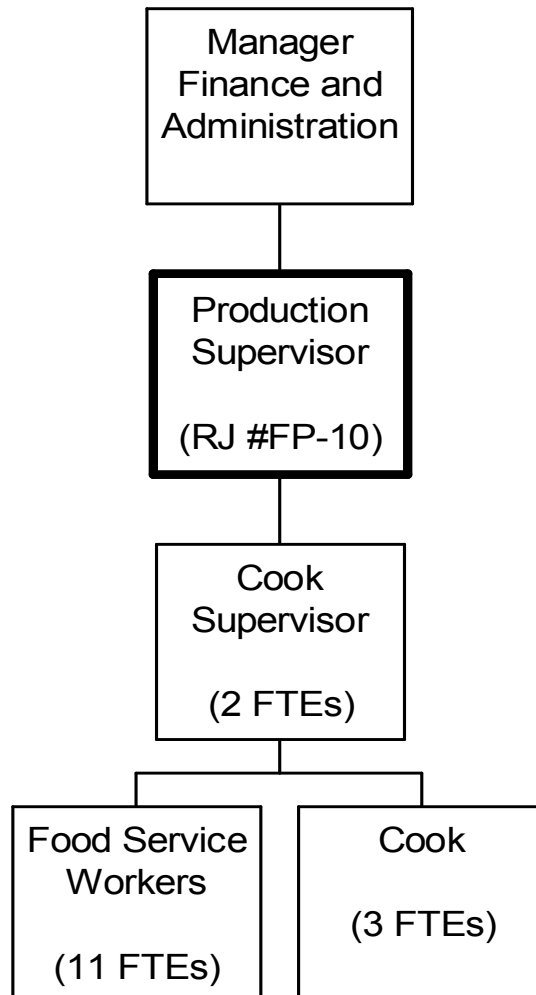
Food Service Supervisor
Range 18
6241

PRIMARY FUNCTION

To organize and supervise the operation of a food preparation kitchen and service in an institution and ensure standards of sanitation and hygiene are implemented and maintained.

JOB DUTIES AND TASKS

1. Organizes and supervises the operation of cooking food, packaging/chilling, inventory refrigeration, cafeteria services, and catering for an institution
 - a. supervises, trains, and instructs staff in all dietary department procedures
 - b. prepares work schedules for food production staff
 - c. adjusts workloads and schedules of staff and authorizes overtime
 - d. organizes and prepares catering functions
 - e. conducts cooking/baking programs for residents and staff
 - f. ensures safety of staff and safety procedures are in place in accordance with standards and legislation
 - g. writes and signs performance appraisals for Cooks and Food Service Workers (16 FTE's)
 - h. identifies problem areas and takes corrective action
 - i. plans menus in consultation with ministry dietitians and medical practitioners
 - j. participates as a member of a seven institution Dietary User Committee which meets monthly
2. Orders and maintains control of all stock
 - a. purchases and orders all food, soap and paper products for the Dietary Department
 - b. maintains all food, soap and paper product inventories
 - c. purchases food for the menu, ward cooking programs, and catering functions
 - d. verifies and inspects goods received for quality and quantity
 - e. rotates stock and records weekly perishable inventory
3. Provides input to budget and purchasing decisions
 - a. tracks and monitors expenditures
 - b. checks and signs invoices
 - c. estimates quantities for annual supply and services contracts and input to budgets
 - d. verifies completion of contract work
4. Ensures sanitary and hygienic standards for Dietary area
 - a. ensures all areas are cleaned, maintained and secured to food service department standards
 - b. contacts BCBC to arrange for repairs to building and equipment
 - c. inspects all production areas to ensure standards are in place and adhered to
5. Implements food service standards
 - a. recommends, updates and revises standardized recipes for menu items
 - b. implements new recipes to menu
 - c. assists in the planning of menu rotation
 - d. updates and revises standing orders
 - e. coordinates new product testing
 - f. adjusts menus due to product shortages, staff shortages or resident outings
 - g. assesses quality of food prepared and time to prepare and makes adjustments
6. Performs other related duties
 - a. prepares various reports and records



ORGANIZATION CHART

Reference Job # FP-10

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of institutional cooking and food service to analyze kitchen operations, interpret requirements and apply dietary standards to organize and supervise the Dietary Department food preparation and cooking operation in as institution (1000 meals per day).</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of kitchen operations and choose an approach using of accepted food preparation methods organize the preparation and cooking of meals in a large institutional kitchen.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input data on computer with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by food service standards, applies accepted work methods in a different way to organize the food preparation and cooking operation of an institution.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime, provide cost data for budgets, purchasing and contracts requiring knowledge of food service program.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control supplies by ordering, receiving, storing and dispensing of food, soap and paper products.</p>	D	22.5

ORGANIZATION CHART

Reference Job # FP-10

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Cooks and Food Service Workers, appraise employee performance and take disciplinary action (16 FTEs).	DH	25
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparation and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently work to menu deadlines with many interruptions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand and walk to observe operations.	C	12
12	SURROUNDINGS Exposure to regular excessive heat from ovens and steam, regular exposure to kitchen odours, and frequent exposure to machinery noise.	B	4
13	HAZARDS Limited exposure to hazards from regularly walking on slippery floors.	B	4

Total Points: 702

Level: Range 18