

Position: **Reference Job #FP03**

Ministry: Health

Working Title: **Cook's Helper**

Branch: Forensic Psychiatric Institute

Level: Range 9

Location: Port Coquitlam

NOC Code: 6641

PRIMARY FUNCTION

To assist cooks prepare a variety of meal items according to recipes and instructions and to perform a variety of food service duties.

JOB DUTIES AND TASKS

1. Assist cooks prepare and cook a variety of meal items
 - a. assists cooks to prepare a variety of menu items by following menus and recipes
 - b. prepares and portions food items and desserts as outlined in the portions control menu
 - c. prepares soups and salads
 - d. prepares sandwiches for staff and for distribution in bag lunches
 - e. assists in cooking food items for special diets and assembles items for special events
 - f. operates dish machine, steam chests, deep fryers, toasters, ovens and other kitchen equipment
 - g. uses slicer, knives and choppers to prepare vegetables
 - h. cleans boilers, grills, fryers, ovens, and other equipment
2. Receives and stores food items
 - a. receives deliveries of store items and supplies and checks for damage, quantity and quality
 - b. stores deliveries in appropriate areas such as meat in the freezer and produce in the refrigerator
 - c. checks temperatures of refrigerators and freezers and reports temperature changes required
 - d. rotates supplies of food and other ingredients
3. Performs other related duties
 - a. ensures that work areas are kept clean and tidy and sweeps and mops floors
 - b. ensures doors are locked for security
 - c. operates cash register, gives and receives change and balances amounts
 - d. prepares cash statements for accounts

Manager
Adult
Services

Supervisor
Rehab
and Support
Services

Supervisor
Dietary
Services

Cook
(3 FTEs)

Cook's
Helper
(3 FTEs)



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of job functions and how they relate to food preparation methods to understand menus to assist the cooks with preparation of meals.</p>	C	60
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to assist cooks to prepare the meals.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Tact required to give and take information from drivers about the incorrect delivery of supplies.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity to use kitchen knives to prepare food.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests and demands to perform a variety of food preparation functions such as assist Cooks in preparation of meals, prepare soups and salads, deliver and store goods, clean kitchen equipment and receive and balance cash.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Some financial responsibility to collect cash and balance amounts and verify incoming supplies are in acceptable condition, in amount ordered and as ordered.</p>	C	15

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to maximize best use of foods and minimize waste in the preparation of soups and salads.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal introduction to the work area for new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure proper food preparations and safe food for residents in an institution.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently check condition of goods.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly lift and carry heavy weight equipment and supplies.	E	24
12	SURROUNDINGS Exposure to heat frequently from ovens and heat in kitchen.	C	6
13	HAZARDS Moderate exposure to hazards from regular heavy lifting and carrying of equipment and supplies.	C	6

Total Points: 300.5

Level: Range 9