

Position: **Reference Job #FP09**

Ministry: Health

Working Title: **Production Supervisor**

Branch: Maple Cottage Detox

Level: Range 14

Location: New Westminster

NOC Code: 6242

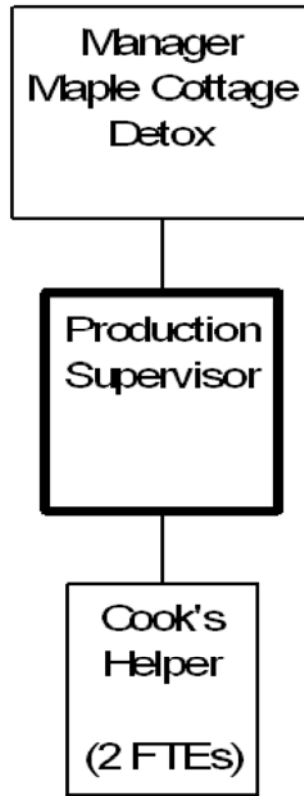
PRIMARY FUNCTION

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>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</p> <p>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</p> <p>Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use kitchen knives in repetitive motion.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>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</p> <p>Moderate financial responsibility to authorize employee overtime.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the storage and use of supplies in an institutional kitchen.	D	22.5
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