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COOK 1 and 2

GENERAL

Employees in this class are responsible and accountable for assisting in the preparation of food in a provincial institution. Upon completion of a training period the incumbent, in the absence of the Charge Cook or Area Supervisor may take charge of a shift. Supervision is received from a Senior Cook and the incumbent may have supervisory responsibilities over Junior Cooks and Service Workers.

The Cook 1 is the entry and training level. Promotion to the Cook 2 level may be made after a minimum of two years' experience and in-service training as a Cook in kitchen handling quantity cooking.

TYPICAL DUTIES

Assists in supervision and instruction of subordinate Cooks and Service Workers, as necessary.

Prepares or assists in preparation of complete meals - preparing and cooking soups, meats, gravies, vegetables, desserts, salads, baked goods, etc.

Acts as Assistant to Charge Cook in preparation, cooking, and distribution of therapeutic diets.

Assists in menu planning and recipe development, utilizing standard metric recipes, testing products and tasting panel.

May take charge of a shift in absence of Charge Cook or Unit Supervisor.

May be responsible for checking supplies and groceries received in work area.

May assist in serving special diet meals or cafeteria food service.

May prepare special nourishment items.

Assists in the cleaning of kitchen area and general maintenance of equipment and inventory control.

May be required to prepare complete meal for a small group of persons.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of principles and quantity cooking and experience in quantity cooking of vegetables, meat, fish and poultry, baked goods, etc., utilizing standardized metric recipes.

Good knowledge of food service sanitation standards, personal hygiene and safety.

Education, Training and Experience

A minimum of two years' experience and in-service training as a Cook in kitchens handling quantity cooking; or completion of a recognized course in cooking and some experience in supervising staff; or an equivalent combination of training and experience approved by the Civil Service Commission and the department concerned.

COOK 3

GENERAL

The incumbent acts as Charge Cook in a designated work area and is responsible and accountable for complete food preparation and for supervision of junior staff in the area. General supervision and direction is received from Food Services Supervisor or Dietitian.

TYPICAL DUTIES

Supervises and assigns duties to staff involved in the operation of the assigned work area, ensuring duties are carried out effectively.

Performs as working supervisor, responsible for all food preparation and cooking in assigned area, i.e., main meal preparation, bakeshop, diet kitchen, etc.

Prepares requisitions for groceries and supplies on a daily basis, checking inventories and quality of all meats and grocery supplies received.

Assists Food Services Supervisor or Dietitian in menu planning, recipe standardization

and development and product-testing.

Assists Food Services Supervisor or Dietitian in performance appraisal of junior staff.

Ensures food portioning is controlled by monitoring food distribution.

Inspects and reports any faulty equipment to senior personnel.

Ensures kitchen area is clean and sanitary.

Carries out on-the-job training and instruction for new staff.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of principles of quantity food preparation, portion control and meal service.

Ability to follow menus and to adjust recipes to apply to quantity cooking.

Ability to prepare and supervise the preparation of special diets in accordance with formulas, recipes and daily work charts, involving careful weighing or measuring of ingredients and servings as required.

Good knowledge of proper methods of handling and storing food.

Ability to supervise, instruct and give on-the-job training to others and evaluate programs.

Ability to plan work and co-ordinate kitchen activities to meet meal schedules.

Education, Training and Experience

Completion of a recognized course in cooking or food service supervision and a minimum of three years' experience as a Cook performing quantity cooking and/or therapeutic diets, plus some supervisory experience or a combination of training and experience approved by the Civil Service Commission and the department concerned.