



UNION JOB DESCRIPTION

JD1426

JOB TITLE:	Cook I	JOB DESCRIPTION NO.:	40641/F.CI.20101.006
CLASSIFICATION:	Cook I	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	20101
UNION:	BCGEU; HEU	JOB/CLASS CODE:	SI: 40641; CI: 20101
PROGRAM/DEPARTMENT:	General Support Services	BENCHMARKS (If Applicable):	20101
REPORTING TO:	Manager or designate		
FACILITY/SITE:	HEU: Gorge Road Hospital; Priory Hospital; Aberdeen Hospital; Glengarry Hospital; Saanich Peninsula Hospital; Queen Alexandra Centre for Children's Health; Royal Jubilee Hospital; Victoria General Hospital; Trillium Lodge; Brentwood House; Sluggett House; Cowichan District Hospital (Quw'utsun Valley Hospital); Chemainus Health Care Centre; Nanaimo Regional General Hospital; West Coast General Hospital; Eagle Park Health Care Facility; Cumberland Health Centre; Yucalta Lodge; BCGEU: The Summit at Quadra Village		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, positions at this level perform a variety of duties within Food Services Operations using a variety of methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling and baking following standardized recipes and department policies and procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Prepares assigned menu items by following established menus, recipes and quantity quotas, determines ingredients and quantities required and assembling ingredients and equipment required for cooking. Organizes work to minimize food waste and/or shortages.
2. Plans cooking schedule to minimize time between completion of cooking and serving.
3. Cooks and seasons assigned food and therapeutic diet items such as soups, sauces, salads, meats, fish, poultry, desserts by methods/procedures such as roasting, frying grilling, steaming, poaching, boiling, and baking; tests food items for palatability and temperature and adjusts accordingly.

4. Carves food items such as meat and poultry and controls portioning of food items to ensure recipe yield meets assigned quantity quotas.
5. Maintains established food rotations in storage to minimize spoilage and waste.
6. Maintains a clean and tidy work area by cleaning and sanitizing work surfaces, washes and puts away pots, pans and related accessories. Removes garbage as required, including recycling.
7. Uses and cleans equipment and machines according to established procedures. Reports equipment and safety concerns to Supervisor or Manager.
8. Provides input to menu, recipes and production methods, tests and modifies recipes, as required.
9. Portions out food and beverages according to menu.
10. Assigns tasks to designated food service workers and provides related training and orientation.
11. Assists other cooks as required.
12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized 12-month program in cooking, or an equivalent combination of education, training and experience. A certificate in Food Safe Level 1.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.