

CLASSIFICATION GRID: 13

BENCHMARK TITLE: COOK 3

BENCHMARK NUMBER: 80230

JOB FAMILY: FOOD SERVICES

**SCOPE AND LEVEL DEFINITION**

Plans and develops menus and recipes, including special diets, performs related administrative duties, and/or supervises Cooks and/or food service workers.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Plans and develops menus and recipes including special diets such as diabetic, lactose intolerant, low fat, and vegetarian.
2. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
3. Performs administrative duties such as estimating food and supply requirements based on menus and minimum/maximum inventory levels, placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies, and contacting suppliers to obtain and provide information and to investigate invoice anomalies and damaged shipments. Shops for food items and monitors kitchen expenditures.
4. Prepares and serves meals and snacks by performing duties such as planning food preparation and cooking schedules, cooking, roasting, grilling, baking, testing for palatability, and carving.
5. Provides direction to clients and/or volunteers, and monitors and assists as required.
6. Performs inventory control duties such as storing and rotating food and supplies.
7. Performs cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning sinks and counters, cleaning kitchen and storage areas such as walls, ovens, and freezers, and removing garbage.
8. Washes, scrubs, and rinses pots, pans, dishes, and utensils by hand, dishwasher, and/or potwasher.
9. Monitors functioning of equipment, and reports malfunctions and maintenance and repair requirements to manager.
10. Completes and maintains related records and documentation such as recipes and records of client preferences, allergies, and special dietary needs.

11. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Grade 12
- Professional Cook Training Certificate
- Certificates in First Aid and Food Safe
- Recent, related experience of three years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical 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 operate related equipment
- Ability to organize and prioritize
- Ability to supervise