

<b>Benchmark Title</b>	<b>COOK – 9</b>
<b>Grid Level</b>	9 – JJEJ Wage Grid
<b>Job Summary</b>	Develops menu plans, prepares meals, and oversees the operation of the eating and cooking facilities.
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Develops a breakfast, lunch and dinner menu plan in accordance with accepted nutritional guidelines such as Canada’s Food Guide for Healthy Eating and the individual dietary needs of the clients.</li> <li>2. Prepares, cooks and serves meals and snacks, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan.</li> <li>3. Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Reviews the meal preparation needs of the organization. Purchases equipment to meet those needs within approved budget limits. Maintains an inventory of all related equipment.</li> <li>4. Purchases and orders food items necessary for the preparation of meals. Ensures that purchases are within approved budget limits. Maintains an inventory of food and other related items. Stores food items.</li> <li>5. Performs other related duties as required.</li> </ol>
<b>Qualifications</b>	<p><i>Education and Knowledge</i></p> <p>Grade 10, plus graduation from a program in institutional or residential quantity cooking.</p> <p><i>Training and Experience</i></p> <p>One (1) year recent related experience.</p> <p>Or an equivalent combination of education, training and experience.</p>

**COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN  
RATING RATIONALE**

**BENCHMARK TITLE: Cook**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires equivalent of grade 10 with graduation from a cooking program	2	38
2	Training and Experience – Requires 1 year recent related experience	3	75
3	Physical Demands – Sometimes lifts and carries heavy food supplies	5	35
4	Concentration – Often smells and observes in preparation of food involving moderate level of stress on the senses	4	33
5	Independence – Work is guided by general instructions such as nutritional requirements of clients and requires selecting alternative courses of action to develop menus, purchase food and equipment and oversee the operation of the eating and cooking facilities	4	57
6	Judgement – Assesses requirements to develop menu, purchase food and equipment and oversee operation of the eating and cooking facilities	4	57
7	Leadership/Supervision – Provide guidance or assistance to other staff in areas such as procedures and work methods re: cooking and eating facilities	2	40
8	Accountability – Work results are detected after the fact via client complaints; work is evaluated for compliance with nutritional requirements and overall appropriateness; errors may result in moderate loss of time to rework and waste of food	4	57
9	Communication – Resolves problems related to purchase of food and equipment and operation of cooking and eating facilities requiring explanation of information	3	43
10	Care of Individuals – Ensures dietary and nutritional needs are met	3	30
11	Environment/Working Conditions Often exposed to moderately undesirable working conditions in the form of heat and steam from ovens and stoves and food; often faced with multiple demands with deadlines to cook, order supplies and keep within budget limits	5	42
Total Points			507
Grid Level			9