

**SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE:**                   **COOK – TEACHING KITCHEN**

**QUALIFICATIONS:**

1. Completion of secondary school or equivalency.
2. Holder of a Journeyman Cook Trade Certificate with Red Seal Qualification.
3. Holder of a Food Safe Certificate.
4. A minimum of five years experience.
5. A high degree of demonstrated ability to work as a member of a team and relate well to students.
6. Appreciation of the confidential nature of all information relating to students and the School District.

**RESPONSIBLE TO:**           Administrative Officer or designate.

**SUPERVISES:**                N/A

**JOB GOAL:**                    To provide a well-organized smoothly functioning Teaching Kitchen to enable students to learn in a safe and productive environment.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and trains students and kitchen personnel in the safe proper and efficient use of all kitchen equipment.
2. Supervises and trains students in the preparation of food in accordance to planned menus and recipes.
3. Assess and evaluates the quality of the finished product.
4. Orders and checks food supplies that arrive at the school and maintains the inventory for the kitchen.
5. Oversee the lunch program and other catering functions put on by the school.
6. Consults with the teacher in charge of the class regarding any matters concerning students.
7. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
8. Performs other related duties.

**TERMS OF EMPLOYMENT:**   September to June – when students are enrolled and in attendance in the Teaching Kitchen.

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EVALUATION

DATE: September 21, 2018

JOB TITLE: Cook – Teaching Kitchen

Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	High school Grade 12 graduation plus an additional programme of over one and up to two years or equivalent.
2. Experience	8	120	Five years and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	4	40	Almost continuous periods of intermediate duration; <b>OR</b> Frequent periods of long duration.
5. Physical Activity	3	18	Light activity of long duration; <b>OR</b> Medium activity of intermediate duration; <b>OR</b> Heavy activity of short duration.
6. Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; <b>OR</b> Coordination of coarse and fine movements, where speed is a moderate consideration; <b>OR</b> Coordination of fine movements, where speed is a minor consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; <b>OR</b> cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
10. Contacts	6	60	Contacts are a major element of the job requiring considerable communication and human relations skills for such purposes as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; <b>OR</b> Major conditions of frequent exposure.
TOTAL POINTS		483	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed \_\_\_\_\_

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Date Signed \_\_\_\_\_