

TO SEIU MEMBERS EMPLOYED IN FOOD AND NUTRITION CLASSIFICATIONS:

The Provider Unions and SAHO are in the final throes of producing the Food and Nutrition job descriptions for the period October 2000 to September 13, 2004. This is the time period the JJE Dispute Resolution Tribunal looked at in their deliberations about the reconsideration process. As a consequence, the Employers should be contacting you and your Union representative shortly to commence the placement of Food and Nutrition employees into their correct jobs. Provider Union reps have prepared a few notes for use at the meetings. Here they are:

- ▶ Remember any job bundling is for the time period October 2000 to September 2004. Any changes after that are not retroactive to April 1, 2003. (For example, a reorganization that moved employees to Assistant Cooks after September 13, 2004). Any reorganization outside of that time period should be dealt with under the provisions of the Collective Agreement.

- ▶ Look at the other Food and Nutrition job descriptions, including the Food Services Supervisor (JD #4), in order to make proper comparisons between the job as set out in the descriptions and the job you actually did from 2000 to 2004, and beyond. These jobs are #'s 4, 10, 19, 24, 225 and 328. I have included these job descriptions (see below).
- ▶ If you do not agree with the Employer suggested placement, you and your Union representative should refer it to the Tribunal Chair. You can refer it through the Union office. Please ensure I get a faxed or e-mailed copy of the referral. I can be contacted at 1-306-652-1392 (fax) or bob.laurie@seiu333.org (e-mail). Even if you agree with your placement, I should get a copy of the agreed to position.
- ▶ Some of you are employed presently in COMBINED positions where the Employer is paying you for hours, days or weeks at different rates in order to provide full-time jobs. For example, there are FSW/Cook; Head Cook/Cook, Assistant Cook/FSW jobs. These jobs were not created by the JJE Dispute Resolution Tribunal. They

would have to be created as new jobs. These jobs have not been evaluated under the plan. If the employee has two separate part-time or relief positions, then the provisions in regards to a new job would not apply.

HERE ARE SOME GENERAL DETERMINATIONS MADE BY THE TRIBUNAL:

Assistant Cook

There is no need for a Cook or Head Cook to work with an Assistant Cook at a site if NO COOKING is being done at that site. Cooking refers to preparing hot meals. For a full description of cooking, see Key Activity A of the Head Cook and/or Cook job description. Cook and/or Head Cook positions are required at a site where the cooking occurs.

Assistant Cooks at non-production sites, where there is no Head Cook or Cook, are only required to heat prepared foods to serving temperatures. Assistant Cooks do not call in and/or replace staff.

An Assistant Cook who is cooking OR has sole responsibility for preparing hot meals OR RUNNING THE KITCHEN has been improperly classified. An Assistant Cook should not be running the kitchen even if no cooking is being done there. The correct classification would be a Head Cook or Cook.

Head Cook

The following duties may have been done in the OLD Cook Working Supervisor classification but are now actually part of the Food Services Supervisor classification. They are NOT part of the Head Cook job:

1. Supervises, prioritizes workload, schedules staff and/or deals with staff payroll issues. *(The Head Cook only coordinates and prioritizes daily work and verifies payroll records).*
2. Supervises cafeteria, coffee shop, catering. *(not applicable)*
3. Monitors, documents and communicates staff performance to Managers. *(The Head Cook only provides input to the Managers)*

4. Conducts interviews and makes hiring recommendations. *(not applicable)*
5. Identifies and provides for staff needs (e.g., orientation, training, Education). *(The Head Cook only ensures the training is done)*
6. Plans, monitors and maintains food production and preparation. *(The Head Cook only prioritizes food production and cooking tasks)*

Please check the job description for additional duties not required of the Head Cook. Identify what duties the Employer expected of the Head Cook or Cook during 2000 to 2004, and beyond. It may be that the JJE plan needs to create a new job to capture the range of duties not included in other job descriptions.

New Jobs

For reference, the JJE maintenance plan sets out the Employer is supposed to submit a job description and job fact sheet to the Union and the JJE assistant. The Union then meets

with the JJE Assistant and Human Resources to discuss the new job description and determine the appropriate rate of pay. These decisions are to be assessed by the Maintenance Committee. The Maintenance Plan sets out that the incumbent employee has to agree and signoff on the new job for it to be finalized. The new job should be reviewed after six (6) months.

Bob Laurie
National Representative
SEIU





Provincial Job Description

TITLE:
(004) Food Services Supervisor

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the supervision and operation of Food and Nutrition Services.

QUALIFICATIONS:

- ◆ Food and Nutrition Management diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal and communication skills
- ◆ Organizational and leadership skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous experience in a Nutrition and Food Services environment.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes work load, schedules staff and deals with staff payroll issues.
- ◆ Supervises cafeteria, coffee shop and catering.
- ◆ Monitors, documents and communicates staff performance to managers.
- ◆ Conducts interviews and makes hiring recommendations.
- ◆ Maintains records (e.g., staff, inventory).
- ◆ Identifies and provides for staff needs (e.g., orientation, training, education).
- ◆ Assists with staff problem solving/conflict resolution.
- ◆ Participates in incident/injury documentation/reporting process.
- ◆ Provides input into setting goals and objectives for department.
- ◆ Coordinates the development and implementation of standards (e.g., customer service, catering, menus, portion control, pricing and cash management).
- ◆ Provides input into the development of policies and procedures.
- ◆ Ensures staff compliance with regulations, guidelines, policies and procedures (e.g., safe food handling).
- ◆ Conducts meetings and makes presentations.
- ◆ Liaises with other departments, outside agencies, vendors and service providers.
- ◆ Assists with development of department budgets and ensures adherence.
- ◆ Procures, receives, stores and distributes supplies and equipment.
- ◆ Prepares/files invoices and ensures appropriate billing (e.g., catering services).

B. Clinical Nutrition Services

- ◆ Assists with menu planning and recipe modification/development.
- ◆ Plans, monitors and maintains food production and preparation.
- ◆ Prepares and calculates formulas (e.g., tube feeds).
- ◆ Ensures accurate and timely distribution of client/patient/resident meal trays and nourishment (e.g., Meals on Wheels).
- ◆ Responds to client/patient/resident needs and provides education/instruction (e.g., menu choices, diet instruction, discharge diet planning).
- ◆ Checks menus/assists clients/patients/residents with menu marking (e.g., preference and dietary restrictions/tolerances).
- ◆ Completes calorie counts, client/patient/resident screening forms and nourishment analysis.
- ◆ Assists with initial clinical intervention (e.g., swallowing assessment).
- ◆ Provides for and monitors adequate fluid intake for clients/patients/residents.
- ◆ Monitors content of therapeutic diets.
- ◆ Assists clinical dietitians in obtaining clinical data (e.g., laboratory work, weights).
- ◆ Participates in client/patient/resident team conferences.

C. Quality Assurance / Quality Control

- ◆ **Performs Quality Assurance (e.g., food quality).**
- ◆ **Conducts Quality Assurance/Quality Control audits.**
- ◆ **Participates in quality monitoring and improvement activities (e.g., clinical food audits).**
- ◆ **Assists with the detection, analysis and follow-up of food-borne illness (e.g., temperature checks, sanitation codes, retain food samples).**
- ◆ **Reports test results.**
- ◆ **Maintains temperature record logs.**
- ◆ **Tests equipment and maintains records.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of the document must be approved by the Joint Job Evaluation Maintenance Committee.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated this day _____ of _____, 2004.

Finalized: 2004



Provincial Job Description

TITLE:
(010) Head Cook

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the operation of a facility kitchen. Prepares meals and nourishment. Ensures service in a safe and efficient manner.

QUALIFICATIONS:

- ◆ **Journeyman Cook certificate**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Organizational, leadership, communication and interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Six (6) months post-ticket experience working as a Journeyman Cook in order to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Cooking / Food Preparation

- ◆ Prepares and cooks vegetables, meats, sauces, soups, desserts for meals and snacks.
- ◆ Prepares and monitors special diets (e.g., diabetic, low calorie, gluten free, allergy diets, baby formulas, tube feedings, thicken fluids, low fat).
- ◆ Selects recipes/diet alterations (e.g., consider client/patient/resident preferences).
- ◆ Develops and modifies menus as dictated by product availability.
- ◆ Reads menus, recipes, food preparation methods and determines quantities of ingredients.
- ◆ Develops, tests and adjusts recipes.
- ◆ Prioritizes food preparation and cooking tasks.
- ◆ Bakes (e.g., pies, muffins, buns, biscuits, cookies, cakes).
- ◆ Ensures Quality Control of food production.
- ◆ Monitors food production and service standards.

B. Department Coordination

- ◆ Coordinates and prioritizes daily work of staff.
- ◆ Provides technical leadership and training to staff.
- ◆ Communicates new policies and procedures to staff.
- ◆ Ensures orientation and training of staff.
- ◆ Ensures staff compliance with policies, procedures and regulatory standards.
- ◆ Provides input into performance appraisals, performance reviews and staffing.
- ◆ May schedule staff.
- ◆ Replaces staff and verifies payroll records.
- ◆ Deals with client/patient/resident concerns.
- ◆ Orders, receives, rotates and maintains inventory.
- ◆ Adheres to departmental budget.
- ◆ May lead departmental meetings.
- ◆ Coordinates and liaises with other departments.

C. Related Key Work Activities

- ◆ Portions food items and beverages.
- ◆ Serves meals and nourishment.
- ◆ Cleans and sanitizes work area, equipment, floors.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles cafeteria items and puts away.
- ◆ May pre-clean and/or wash dishes, pots and pans.

- ◆ Locks/unlocks kitchen, freezer and fridge doors.
- ◆ Provides catering services and plans special occasions (e.g., Christmas event meals/snacks).
- ◆ May operate till.

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Date: June 29, 2006



Provincial Job Description

TITLE:
(019) Food Services Worker

PAY GRADE:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with the (non-cooking) preparation and distribution of food and beverages. Provides cafeteria, catering and dining room services. Cleans and sanitizes equipment and work areas.

QUALIFICATIONS:

- ◆ **Grade 10**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Basic communication skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Food Preparation / Assemble

- ◆ **Assembles meals including breakfast, dinner, supper and nourishments.**
- ◆ **Cleans and pre-preps menu items (e.g., trim meat, slice vegetables and fruit).**
- ◆ **Slices, grinds, purees and shreds food (e.g., meat, cheese).**
- ◆ **Measures ingredients.**
- ◆ **Prepares sandwiches, salads, toast and desserts.**
- ◆ **Assists preparation of meals and nourishments.**
- ◆ **Assists preparation of special lunches and nourishments (e.g., diabetic, low calorie, gluten free, allergy free, baby formulas, tube food, thicken fluids, low fat).**
- ◆ **Re-package food supplies for delivery to other sites.**

B Serve / Tray Assembly

- ◆ **Portions food items and beverages (e.g., desserts, hot and cold cereal).**
- ◆ **Assembles trays.**
- ◆ **Serves breakfast, dinner, supper, Meals-on-Wheels and nourishments.**
- ◆ **Provides cafeteria/dining room service (e.g., operate till, set tables for meals).**
- ◆ **Provides tray delivery and pick-up.**
- ◆ **Assists clients/patients/residents with meals (e.g., condiments, cut meat) and provides dining assistance.**
- ◆ **Assists with catering services.**

C. Clean / Sanitize / Disassemble

- ◆ **Cleans and sanitizes work areas/surfaces, equipment and floors.**
- ◆ **Pre-cleans/washes dishes, pots and pans.**
- ◆ **Collects garbage and disposes of wastes.**
- ◆ **Clears and sanitizes tables.**
- ◆ **Disassembles, cleans, reassembles and stores cafeteria items.**

D. Related Key Work Activities

- ◆ Locks/unlocks kitchen, fridge and doors.
- ◆ Stocks, orders groceries, receives, unpacks and stores.
- ◆ Restocks ward supplies, kitchens, fridges.
- ◆ Stocks laundry supplies for kitchen.
- ◆ Performs Quality Control/temperature checks/rotation of stock.
- ◆ Receives requests and communicates diet changes.
- ◆ Updates patient information.
- ◆ May shows others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ May call-in/replace staff.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

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Date: June 29, 2006



Provincial Job Description

TITLE:
(024) Cook

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for organizing, producing and distributing food and beverages.

QUALIFICATIONS:

- ◆ **Journeyman Cook certificate**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Cooking / Food Preparation

- ◆ Prepares and cooks vegetables, meats, sauces, soups, desserts for meals and snacks.
- ◆ Prepares and monitors special diets (e.g., diabetic, low calorie, gluten free, allergy diets, baby formulas, tube feedings, thicken fluids, low fat).
- ◆ Selects recipes/diet alterations (e.g., consider client/patient/resident preferences).
- ◆ Develops and modifies menus as dictated by product availability.
- ◆ Reads menus, recipes, food preparation methods; determines quantities of ingredients.
- ◆ Develops, tests and adjusts recipes.
- ◆ Prioritizes food preparation and cooking tasks.
- ◆ Bakes (e.g., pies, muffins, buns, biscuits, cookies, cakes).
- ◆ Ensures Quality Control of food production.
- ◆ Monitors food production and service standards.

B. Serve

- ◆ Portions food items and beverages.
- ◆ Serves meals and nourishment.
- ◆ May set up trays.

C. Clean / Sanitize / Disassemble

- ◆ Cleans and sanitizes work area, equipment, floors.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles cafeteria items and puts away.
- ◆ May pre-clean/wash dishes, pots and pans.

D. Related Key Work Activities

- ◆ Locks/unlocks kitchen, freezer and fridge doors.
- ◆ Orders, receives, rotates and maintains inventory.
- ◆ Provides occasional guidance and training to other staff.
- ◆ Provides catering services and plans special occasions (e.g., Christmas event meals/snacks).
- ◆ May schedule and replace staff.
- ◆ May operate till.
- ◆ May deliver/pick-up trays.

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Date: June 29, 2006



Provincial Job Description

TITLE:
(225) Assistant Cook

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists the Head Cook or Cook with the preparation, production and distribution of food and beverages.

QUALIFICATIONS:

- ◆ **Professional Cooking certificate**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**

EXPERIENCE:

- ◆ **Previous: Six (6) months previous experience working in a food services operation including cooking experience.**

KEY ACTIVITIES:

A. Food Preparation

- ◆ Cleans and prepares food (e.g., fruits and vegetables).
- ◆ Slices, grinds, purees and shreds food (e.g., meat, cheese).
- ◆ Measures ingredients.
- ◆ Prepares sandwiches, salads, and pans meats.
- ◆ Assists preparation of breakfast food items according to menu (e.g., hot cereals, eggs, pancakes, bacon, sausages).
- ◆ Assists preparation of soups, casseroles, sauces and gravies.
- ◆ Assists preparation of baked goods (e.g., muffins, cakes, pies, buns, cookies, biscuits, desserts).
- ◆ Assists preparation of meals and nourishments.
- ◆ Assists preparation of special diet meals and nourishments (e.g., diabetic, low calorie, gluten free, allergy free, baby formulas, tube food, thicken fluids, low fat).
- ◆ Heats prepared foods to serving temperatures.

B. Serving / Tray Assembly

- ◆ Portions food items and beverages (e.g., desserts, hot and cold cereal).
- ◆ Assembles trays.
- ◆ Serves breakfast, dinner, supper, Meals-on-Wheels and nourishment.
- ◆ Provides cafeteria/dining room service (e.g., operate till, set tables for meals).
- ◆ Provides tray delivery and pick-up.
- ◆ Assists clients/patients/residents with meals (e.g., open and unwrap containers, cut meat).
- ◆ Assists with catering services.

C. Clean / Sanitize / Disassemble

- ◆ Cleans and sanitizes work areas/surfaces, equipment and floors.
- ◆ Pre-cleans/washes dishes, pots and pans.
- ◆ Collects and disposes of wastes.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles, cleans, reassembles and stores cafeteria items.

D. Related Key Work Activities

- ◆ Locks/unlocks kitchen, fridge and doors.
- ◆ Stocks, orders groceries, receives, unpacks and stores.
- ◆ Restocks ward supplies, kitchens, fridges.
- ◆ Stocks laundry supplies for kitchen.
- ◆ Performs Quality Control/temperature checks/rotation of stock.
- ◆ Receives requests and communicates diet changes.
- ◆ Updates patient information.
- ◆ Shows others how to perform tasks or duties by familiarizing new employees with the work area and processes, and by providing advice to other kitchen staff regarding food preparation/distribution methods, equipment operation and sanitizing.
- ◆ May deliver meals to other facilities.

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Provincial Job Description

TITLE:
(328) Baker

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the organizing, producing and distributing of baked goods.

QUALIFICATIONS:

- ◆ **Journeyman Baker certificate**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Baking

- ◆ **Prioritizes baking tasks.**
- ◆ **Prepares ingredients for baking (e.g., portion and measure).**
- ◆ **Prepares and bakes cakes, pies, muffins, cookies, loaves, biscuits and breads.**
- ◆ **Prepares desserts (e.g., cobblers, crisps).**
- ◆ **Develops, tests and adjusts recipes.**
- ◆ **Packages and labels baked goods.**
- ◆ **Bakes for special events.**
- ◆ **Prepares special items for various diets (e.g., diabetic).**
- ◆ **Prepares catering items.**
- ◆ **Ensures Quality Control of baking.**
- ◆ **Monitors food production and service standards.**

B. Serve

- ◆ **Portions baked items.**

C. Clean / Sanitize / Disassemble

- ◆ **Cleans and sanitizes work area, equipment, surfaces.**
- ◆ **May pre-clean/wash dishes, pots and pans.**

D. Related Key Work Activities

- ◆ **Participates in Quality Control.**
- ◆ **Selects recipes and diet alterations.**
- ◆ **Participates in recipe and product quality evaluations.**
- ◆ **Provides occasional guidance to other staff.**
- ◆ **Ensures safe food preparation.**
- ◆ **Monitors equipment temperatures to ensure food quality (e.g., fridges, freezers, oven).**
- ◆ **Opens kitchen, turns on ovens.**
- ◆ **Orders, receives, rotates and maintains inventory.**
- ◆ **May call-in/replace staff.**

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