



## Task Title: Cook Purchase Order

### OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes ☐ No ☐

**Goal Path:** Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

**Task Description:** The learner will use a food purchase order to find cost information and calculate costs per unit.

#### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage money/C1.2

#### Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)

Task Title: CookPurchaseOrder\_A\_A2.2\_C1.2

### Learner Information

Cooks use purchase orders for ordering supplies needed to prepare recipes or for event planning.

Scan the "Purchase Order".

**Purchase Order****PO # S17-13**

<b>Supplier Name</b>	Calvin's Wholesale Foods		
<b>Address</b>	499 Curtis Street West		
<b>Phone Number</b>	555-123-4567		
<b>Email</b>	customerservice@calvinswholesale.net		
<b>Order Date</b>	September 17 2024		
<b>Ordered By</b>	Paige		
<b>Authorized By</b>	Jackie		
<b>Delivery Date</b>	September 24 2024		
<b>Received By</b>			
<b>Stock Item</b>	<b>Unit Sold</b>	<b>Quantity per Unit</b>	<b>Unit Cost</b>
Jumbo hot dogs	case	8	\$3.99
Beef burgers	case	40	\$24.99
Sausage	case	25	\$18.75
Kaiser bun	package	12	\$4.99
Hot dog bun	package	12	\$2.29
Sliced cheddar	package	12 slices	\$4.99
Ketchup	bottle	2.84 litres	\$12.14
Mustard	bottle	2.84 litres	\$8.76
Relish	bottle	2.84 litres	\$15.36
Hot peppers	jar	4 litres	\$14.08
Dill pickles	jar	4 litres	\$20.48
Coke	case	24 cans	\$9.38
Diet coke	case	24 cans	\$9.38
Sprite	case	24 cans	\$9.38
Gingerale	case	24 cans	\$9.38
Orange crush	case	24 cans	\$9.38
Root beer	case	24 cans	\$9.38
Napkins	case	375 napkins	\$4.00
Aluminum foil	roll	18.5 sq. meters	\$9.29

Work Sheet

**Task 1: Circle the purchase order number.**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 2: Highlight or underline the number of sausages in one case of sausages.**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 3: Calculate the cost of two cases of Diet Coke.**

Answer:

---

**Task 4: Calculate the cost of three rolls of aluminum foil.**

Answer:

---

**Task 5: Calculate the cost of an individual beef burger.**

Answer:

---

Task Title: CookPurchaseOrder\_A\_A2.2\_C1.2

**Task 6: Calculate the total cost of ordering three (3) cases of jumbo hot dogs, two (2) packages of hot dog buns, and one (1) case of root beer.**

Answer:

---

## Answers

**Task 1: Circle the purchase order number.**

Answer: S17-13 should be circled.

**Task 2: Highlight or underline the number of sausages in one case of sausages.**

Answer: 25 should be indicated.

**Task 3: Calculate the cost of two cases of Diet Coke.**

Answer:  $\$9.38 \times 2 = \$18.76$

**Task 4: Calculate the cost of three rolls of aluminum foil.**

Answer:  $\$9.29 \times 3 = \$27.87$

**Task 5: Calculate the cost of an individual beef burger.**

Answer:  $\$24.99 / 40 = \$0.62/\text{burger}$  (rounded to the nearest cent)

**Task 6: Calculate the total cost of ordering three (3) cases of jumbo hot dogs, two (2) packages of hot dog buns, and one (1) case of root beer.**

Answer:

Jumbo hot dogs:  $\$3.99 \times 3 = \$11.97$

Hot dog buns:  $\$2.29 \times 2 = \$4.58$

Root beer:  $\$9.38$

Total:  $\$11.97 + \$4.58 + \$9.38 = \$25.93$

## Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
	begins to identify sources and evaluate information			
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	interprets and applies rates (e.g. \$/kg, \$/1)			
	selects appropriate steps to reach solutions			
	represents costs and rates using monetary symbols, decimals and percentages			
	Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

Task Title: CookPurchaseOrder\_A\_A2.2\_C1.2

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

\_\_\_\_\_