

Task Title: Cook Purchase Order

# OALCF Cover Sheet – Practitioner Copy

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

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

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

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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)

# 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Name** | | Calvin’s Wholesale Foods | | |
| **Address** | | 499 Curtis Street West | | |
| **Phone Number** | | 555-123-4567 | | |
| **Email** | | customerservice@calvinswholesale.net | | |
| **Order Date** | | September 17 2024 | | |
| **Ordered By** | | Paige | | |
| **Authorized By** | | Jackie | | |
| **Delivery Date** | | September 24 2024 | | |
| **Received By** | |  | | |
| **Stock Item** | **Unit Sold** | | **Quantity per Unit** | **Unit Cost** |
| 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:

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

Answer:

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**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 x 2 = $18.76

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

Answer: $9.29 x 3 = $27.87

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

Answer: $24.99 / 40 = $0.62/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 x 3 = $11.97

Hot dog buns: $2.29 x 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) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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