

**Jefferson County
Position Description**

Name:**Department:** Sheriff**Position Title:** Cook**Pay Grade:** 1 **FLSA:** Non-exempt**Date:** November 2020**Reports To:** Jail Foodservice Supervisor

Purpose of Position

The purpose of this position is to prepare and serve meals and direct the community service work of inmates in the kitchen of the Jefferson County Jail.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors sanitation practices to ensure that employees and inmates follow standards and regulations.
- Ensures safe delivery, storage, handling and cooking of food, storing and labeling food appropriately, monitoring temperature of product, taking corrective action as needed and informing supervisor of problems involved with Kitchen operation.
- Operates large kitchen equipment such as mixers, steamers, toasters, choppers, ovens, stoves, and dishwashing machines and other tools such as knives in a proper and safe manner.
- Prepares foods according to the menu and dietary specifications, executing written instructions, recipes and procedures as described and using various computations in preparation and keeping all related work records.
- Monitors acceptability of food by taste, smell, and visual inspection.
- Serves breakfast, lunch, and dinner; prepares bag lunches for Huber inmates; and prepares meals for offsite catering as required. Also prepares coffee and other refreshments for various meetings, training or special occasions.
- Directs inmate helpers, launders kitchen linens, cleans, and inspects work areas, dishes, preparation equipment, utensils, and floors to ensure cleanliness and functional operation.
- Takes inventory of supplies and equipment, stocks shelves with food supplies and receives and accounts for Kitchen deliveries in Supervisor's absence.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with 1-2 years food service experience; or any equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Experience in institutional food service

Other Requirements – Certificates/Licensures

Obtain a valid Serv-Safe certificate within 6 months of hire

Knowledge, Skills, Abilities

- Ability to communicate effectively with others.
- Ability to do math necessary for recipe conversion and food preparation.
- Ability to work independently.
- Ability to multitask
- Ability to work with large quantity cooking and recipe development.
- Knowledge of and compliance with food sanitation and kitchen safety practices.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work

environment is usually loud. This position will will require work on alternate or possible multiple weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date