

SECURED FACILITY COOK

DEFINITION

To prepare hot and cold food for inmates; supervise and instruct inmates in the preparation and serving of meals to other inmates in a detention facility; receive, store, and maintain ingredients used for meals; and monitor and maintain security of the kitchen facility, equipment, and inmate workers.

DISTINGUISHING CHARACTERISTICS

The classification of Secured Facility Cook is primarily responsible for preparing and/or supervising inmates in the preparation of meals. It differs from the class of Food Manager in that the Manager has supervisory responsibility for the operation of the Jail kitchen, and laundry.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Food Manager and indirect supervision from the sergeant responsible for the operation of the detention facility; exercises functional and technical supervision over inmate kitchen detail in the detention facility.

EXAMPLES OF DUTIES- Duties may include, but not limited to the following:

Checks menus and number of persons to be fed; instructs inmates in obtaining necessary ingredient for meals and preparing work area; instruct inmates in a variety of chopping, cutting, mixing, grating and food preparation tasks, instructs inmates on the operation of stoves and other equipment.

Instructs inmates in the proper portion filling of food trays and serving carts for delivery to the general jail population.

Reads order for, and prepares or supervises the preparation of special meals for inmates with medical problems.

Supervises inmates in the cleaning of all equipment and kitchen work area; counts and keeps logs on all knives. Assists in keeping current inventory of kitchen and food supplies.

Receives and checks supplies to ensure that proper amounts and types have been delivered; instructs inmates in transporting supplies to proper areas for storage.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods for food preparation and cooking techniques for a large number of people.

Health and Safety Code requirements for handling and preparation of food.

QUALIFICATIONS – Knowledge of -- (continued)

Use of utensils, containers, and equipment used in preparing food.

Safety and sanitary consideration relevant to cooking and serving food.

Ability to:

Plan and supervise work of others.

Follow formulas for food preparation in large quantities.

Assists in the planning of menus for large quantity serving.

Instruct others in the safe and sanitary methods of food handling.

Maintain personal cleanliness and neatness.

Maintain a cooperative relationship with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

One (1) year of responsible experience in the preparing, planning, and serving of food menus for large groups of people.

Training:

Equivalent to the completion of twelfth grade.

SPECIAL REQUIREMENTS

Pass a background check for security and finger print screening.

Classification Code:	8121001
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9043
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"