

JAIL COOK

DEFINITION

Under general supervision, to plan, direct, and supervise the preparation of meals in an institutional setting; to plan and make meals available for other organizations; to order food and supplies, maintaining proper inventory levels; to perform a variety of cooking and food preparation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized position classification which is responsible for all aspects of food preparation in the County Jail.

REPORTS TO

Jail Sergeant or his/her designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

Inmate Workers.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Primary Functions:

- Plans, directs, and supervises the preparation of meals in an institutional setting;
- Provides training and work coordination for inmate workers assigned to kitchen;
- Plans and makes meals available to staff and other organizations;
- Orders food and supplies, maintaining proper inventory levels;
- Receives goods, verifying prices and quantities received;
- Ensures proper safety, food handling and sanitation;
- Ensures that kitchen equipment is maintained in proper working order;
- Plans and maintains cooking schedules required to meet production requirements;
- Measures and mixes ingredients according to recipes;
- Produces high quality, nutritious meals;
- Maintains a variety of records and reports; performs a variety of cooking and food production assignments.

Secondary Functions:

- Develops and prepares special menus, upon request, for specific purposes.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift 50 pounds without assistance and more than 50 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; use of kitchen equipment including stove, oven, garbage disposal, mixers, food processors, dishwasher, etc.

TYPICAL WORKING CONDITIONS

Work is performed in office and kitchen environments; exposure to chemicals and gases; frequent contact with staff and inmates.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, and equipment used in storage, care, preparation, cooking and dispensing of food in large quantities.
- Menu planning and food production.
- Proper kitchen sanitation methods and procedures.

Ability and willingness to:

- Plan, organize, direct, and supervise food preparation and production.
- Supervise and train inmate workers in kitchen-related duties.
- Develop and maintain efficient food production methods.
- Maintain a proper inventory.
- Maintain proper kitchen safety and sanitation.
- Perform a variety of cooking and food production assignments.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships.
- Use computers.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

At least one year of previous work experience in volume food cooking, production, and inventory maintenance.

Special Requirements:

- Possession of a driver's license valid in California.
- Possession of a valid Food Safety Certification, or the ability to obtain such within 12 months of hire.

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