

Job Title: Cook

Department: Jail Kitchen
Immediate Supervisor: Kitchen Supervisor

BRIEF DESCRIPTION OF THE JOB: Supervises the overall operations of the kitchen. Performs administrative duties, food preparation and sanitation duties. Serves meals for inmates.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

1) Supervises trustees by providing training for food preparation and sanitation, observing trustees as job tasks are accomplished and ensuring meals are prepared appropriately.	40%	L
2) Opens kitchen by performing visual inspection of kitchen, performing knife inventory, setting out food and equipment for preparation, obtaining counts from each floor, assigning job tasks to trustees and executing delivery of specials to floors.	30%	L
3) Closes kitchen by performing spoon inventory, ensuring kitchen is cleaned and sanitized, operating dishwasher and totaling number of areas fed in the jail.	30%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	C	Food preparation, observing trustees
Sitting	O	During inventory
Walking	C	Around kitchen facility
Lifting	R	Equipment and food supplies
Carrying	R	Equipment and food supplies
Pulling	O	Food cart
Pushing	O	Food cart
Using Fine Dexterity	N	
Reaching	R	For equipment and food supplies
Kneeling	R	Retrieving items from lower shelves
Crawling	R	Plugging in equipment
Twisting	O	From counter to counter
Climbing	R	Step stool
Balancing	N	
Seeing	C	Reading, observing food preparation
Hearing	C	Communicating with personnel
Talking	C	Communicating with personnel
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Dishwasher, grill, ovens, stoves, carts, garbage disposal, freezer, various kitchen equipment and utensils, food carts, deep fryers, mixers, blenders, microwave ovens, computer

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	D	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	N	Electrical Hazards	Y
Fire Hazards	Y	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	Y	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse	X	Shop	
Vehicle		Outdoors		Other: Kitchen	

Protective Equipment Required:

Hairnet, gloves, oven mittens

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	O
Frequent Change of Tasks	O	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

N/A

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.