

## **Monroe County Jail Cook**

**Department:**            Sheriffs Office

**Wage Grade:**            Rye 4

**FLSA Status:**            Non-Exempt

**Affiliation:**            POAM

### **GENERAL SUMMARY:**

Under the supervision of the Food Service Supervisor, prepares meals for residents of the County Jail. Reviews menu plans, plans cooking schedules, and prepares a variety of meals and special dietary items. Supervises inmate workers who assist with food service and clean-up tasks. Maintains the sanitation and security of the kitchen area.

**ESSENTIAL FUNCTIONS:** *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Supervises, trains, and assigns work to inmate workers assigned to the kitchen. Supervises inmate workers in washing trays and dishes, sweeping and mopping and related cleaning tasks, and assisting in food preparation tasks. Trains inmate workers to serve on the food line and perform other tasks. Issues kitchen utensils, cleaning supplies, gloves, aprons and other supplies. May revoke work orders of inmate workers due to inappropriate behavior.
- Maintains logs for food, equipment, knives, utensils, and chemicals along with cooler and freezer temperatures.
- Reviews menu plans to determine types and quantities of food necessary for meals. Removes required food products from storage, cooler, and freezer.
- Plans cooking schedules to ensure all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures the appropriate number of meals are sent to the cells.
- Performs and oversees preliminary food preparation activities such as washing and paring vegetables and fruits, chopping and slicing vegetables and mixing ingredients.
- Prepares and cooks main course meats, vegetables, casseroles, and records cooking temperatures. Bakes snacks and desserts, prepares breakfast items, salads, sandwiches, and serves fruit and other items according to menu plan.
- Supervises and participates in the portioning of food on serving trays for distribution. Ensures that appropriate temperature of foods is maintained in the serving process.

- Prepares meals in accordance with medical recommendations for persons with special dietary needs such as diabetic, low sodium, low cholesterol, high fiber, kosher meals, and other requirements such as extra snacks, liquid and soft diets.
- Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, fryer, steamer, and slicers in the preparation of meals. Maintains a regular check on knives and utensils.
- Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas and floors.
- Closes kitchen at end of day, includes ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and all equipment is turned off, and locking up.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

**EMPLOYMENT STANDARDS (as published under the authority of P.A. 125 of 2003):**

**Age and Citizenship:** Must be at least 18 years of age and a United States Citizen.

**Education:** High school graduation or its equivalent. Prefer some advanced coursework in nutrition and related areas.

**Experience:** Some experience in cooking for large groups.

**Drivers License:** The applicant must possess a valid operator's license.

**Drug Testing:** Applicant will be screened for the use of illegal controlled substances. This testing will be completed after the conditional offer of employment.

**Good Moral Character:** Possess a good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all criminal and civil law violations as indicating lack of good character.

**Fingerprinting:** Applicants will be fingerprinted to search State and Federal fingerprint files to disclose criminal records.

**Other Requirements:**

**Knowledge of:**

- Personal Service – principles and processes for providing personal service. This includes needs assessment, meeting quality standards for services, and evaluating satisfaction.

### Skill in:

- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Being proactive with improvements and concerns related to job duties.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — talking to others to convey information effectively.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination — adjusting actions in relation to others' actions.
- Persuasion — persuading others to change their minds or behavior.
- Negotiation — bringing others together and trying to reconcile differences.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Complex Problem Solving — identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Instructing — teaching others how to do something.
- Service Orientation — actively looking for ways to help people.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.

### Ability to:

- Information Ordering – arranging things or actions in a certain order or pattern according to a specific rule or set of rules.
- Problem Sensitivity – telling when something is wrong or is likely to go wrong.
- Time Sharing – shifting back and forth between two or more activities or sources of information.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to lift and move to counters cartons of food weighing up to 50 lbs.
- Ability to lift and move to oven or counter trays of food weighing up to 25 lbs.
- Ability to effectively communicate with others.
- Ability to spend most of shift on feet while standing at work counter, portioning food, and participating in clean-up activities.
- Reaching for food supplies in storage, cooler and freezer.
- Bending to place and remove pans of food from oven.

**Working Conditions:**

- Majority of time in institutional kitchen setting.
- Works with oven, freezer, blenders, steamer, slicer and various other pieces of kitchen equipment.
- Exposure to hot stove, hot trays of food, hot water, and steam.
- Works with sharp knives and other utensils.
- Works with inmate workers.
- Exposure to chemical cleaning products.