

COOK (JAIL)

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the planning, storage, inventory, and preparation of meals for inmates of the County Correctional Facility. Supervision is exercised over the work of subordinate staff who are instructed as to the proper procedure for preparing meals. Direct supervision is received from the Corrections Captain. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cooks and prepares a variety of foods (meats, vegetables, soups, salads, etc.) for inmates;
Plans daily menus for inmates;
Supervises the work of assistants in the preparation of food;
Supervises the proper storing of food;
Supervises the work of selected inmates in assigned areas of food tray preparation, food service, cleaning and stocking supplies;
Maintains daily meal records of all foods used for adult inmates, as well as minor (under age 21) inmates;
Orders, requisitions, and maintains inventory of all food, as well as all cleaning products;
Maintains records of all invoices and bills for food and cleaning supplies used in kitchen;
Checks all equipment, food preparation areas and food storage rooms for cleanliness in accordance with Health Code Regulations;
Prepares related reports as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods of preparing, cooking and baking food in large quantities; working knowledge of modern cooking utensils, appliances and equipment; working knowledge of cleaning and sanitation methods and the use of cleaning materials and equipment; ability to plan and organize the use of supplies, equipment and food with economy and efficiency; ability to follow oral and written directions; ability to establish and maintain effective working relationships; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: One (1) year of experience in the planning and preparation of food on a moderately large scale.

TRAINNEE NOTE: In the event enough qualified candidates with the appropriate experience cannot be recruited, a candidate lacking the one year of required experience may be appointed as a trainee.