

COUNTY OF OTERO

**COUNTY DETENTION COOK
(Job Description)**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the coordination of the Food Service Manager and Detention Center, prepares and serves meals to inmates of the County Jail. Reviews menu, plans cooking schedules, and prepares a multitude of meals and special dietary items. Monitors inmate workers who assist with food service and clean up tasks and maintains the sanitation and security of the kitchen area.

SUPERVISION RECEIVED AND EXERCISED

Cooks report to the Food Service Manager and Detention Lieutenant and/or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

Monitors, trains, and assigns work to inmate workers assigned to the kitchen. Oversees inmate workers washing trays and dishes, sweeping and mopping and related cleaning tasks, assisting in food preparation tasks and observing portion control. 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 status of inmate workers by reporting and submitting in writing the workers inappropriate behavior and/or actions.

Daily review the menu plan to determine the type and quantity of food supplies necessary for meals. Remove necessary food products from storage, cooler, or freezer.

Plans cooking schedules so all meals are served at the correct and specific times. Maintains ongoing meal counts to be served and ensures the appropriate number of meal trays are delivered to the housing units.

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Performs and oversees preliminary food preparation duties such as; washing and paring vegetables or fruits, chopping and slicing vegetables and other mixing ingredients.

Prepares and cooks main course meats, vegetables, casseroles, and records cooking temperatures. Bakes snacks, breads and desserts, prepares breakfast items, salads, sandwiches, and serves fruit and other items according to the menu plan.

Oversees and participates in the monitoring of the inmate kitchen workers portioning on the service line upon completion meal tray completion for distribution. Ensures that appropriate temperature of foods is maintained in the serving process.

Prepares meals in accordance with the nutritionists and medical recommendations. Inmates with special dietary needs such as diabetic, low sodium, low cholesterol, high fiber, and other requirements such as snacks, liquid or 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 regular checks on knives and utensils.

As assigned by the County Detention Food Service Manager, receive food from vendors when on duty and ensure all items are accounted for and in good condition upon receiving them.

Maintain sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas and floors.

Utilizes a computer to maintain food service census as directed by County Detention Food Service Manager and recording additions and deletions, special diets and other pertinent information.

Closes kitchen at the end of day and/or shift, includes ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and other equipment is turned off, and locking up.

Marginal Functions:

Contact vendors and outside sources to provide necessary services, supplies, food and equipment essential to operate efficiently.

Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Cooking and maintaining the kitchen by following:

General knowledge and understanding of sanitation, safety, nutrition and special dietary requirements for specific health conditions.

Knowledge of foodservice program requirements.

Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.

Proper preparation of food and temperatures

Ability to:

Monitor inmate kitchen workers in a professional manner and enforce rules along with giving direction.

Basic computer skills

Maintain written documentation and complete reports as directed by the County Food Service Manager.

Written and oral communication skills.

An understanding of foodservice program

Interact positively with Food Service Manager, detention staff and inmates.

Organize and prioritize to operate the kitchen efficiently producing meal on time

Utilize a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, fryer, steamer, and slicer in the preparation of meals.

Maintain accountability of knives and utensils and report missing items.

Follow instructions given by the County Detention Food Service Manager and/or Detention Lieutenant/Staff

Experience and Training Guidelines

Experience in cooking for large groups and some experience providing a working knowledge of computers.

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Experience:

Three years experience working in food service field as a cook.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in foodservice management and nutrition desirable. Training in health, sanitation and safety requirements.

License or Certificate

Possession of an appropriate, valid New Mexico driver's license.

WORKING CONDITIONS

Environmental Conditions:

The working environment characteristics described here are representative but not necessarily exhaustive of those an employee will encounter while performing the essential functions of this position.

Primarily performs duties indoors, although outdoor duties may be required.

Employee performs duties in a temperature controlled environment while working indoors. Employee is exposed to weather conditions while performing outdoors.

Employee may be exposed to intermittent noise factors.

Indoors duties are generally performed on an even tiled or concrete surface which is typically dry. On occasion wet, slippery, or contaminated with human body fluids. Outdoors duties may be performed on natural ground, concrete or asphalt surfaces, which may be dry, wet, slippery or contaminated with human bodily fluids.

Employee may be required to climb stairs while performing essential duties.

Employee may perform duties in areas of poor ventilation, and be exposed to odors because of poor hygiene of inmates.

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Work is primarily conducted during daylight hours, but may be conducted during non-daylight hours as well. Employee is subject to be called for duty anytime.

Hazards or potential hazards of the job include high stress level, dealing with inmates with a variety of offenses. Possibility of being exposed to offenders with mental and/or physical health problems with a potential risk of retaliation by present or former inmates.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating a motor vehicle.

Pre-employment requirements

Test relating to detention and law enforcement essential and marginal functions require maintaining physical condition necessary for sitting, standing, walking for prolonged periods of time; and in operating a motor vehicle,

- Interview
- Criminal record check
- Driving record check
- General employment background check
- Alcohol/drug screening
- Polygraph examination possible
- Written and oral board may be required

I hereby affirm that I have received a copy of the position specifications (County Detention Cook) listed above, I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: _____ Date: _____

Witness: _____ Date: _____