



<p><b>POSITION DESCRIPTION</b></p> <p><b>Jail Kitchen Cook</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>EEO Category: Occupational</b>  <b>Salary Grade/Band</b></p>	<p><b>9 June 2015</b></p> <p><b>Reports to: Duchesne County Jail Kitchen Supervisor</b></p> <p><b>Revised: _____</b>  <b>Human Resources Initials: _____</b></p>
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<p><b>POSITION PROFILE</b></p> <p>Under supervision of Kitchen Supervisor, coordinates the preparation of nutritional meals; prepares, and cooks for Duchesne County inmates. Responsible for security, sanitation, and maintenance of the kitchen and equipment. Directs the activities of inmate workers assigned as kitchen help; and performs related work as required.</p>	
<p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To provide exceptional leadership for inmate workers.</li> <li>• To prepare, plan balance menus.</li> <li>• To be fiscally responsible and accountable.</li> <li>• To enhance inmate excellence and development.</li> <li>• To enhance technology and other job-related tools.</li> </ul>	
<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Leads, trains, assign duties, monitors inmate workers in a direct-contact environment; reports any concerns to Kitchen Supervisor or Jail Commander.</li> <li>• Supervises operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables.</li> <li>• Follows departmental policies and procedures.</li> <li>• Adheres to Laws, regulations, and policies governing the direction of inmate workers.</li> <li>• Plans and prepares balanced meals from approved menus.</li> <li>• Plans cooking schedules so that the food will be ready at specified times.</li> <li>• Records meal counts.</li> <li>• Cleans kitchen including freezer, oven, storage room, etc.</li> </ul>	

**ESSENTIAL FUNCTIONS cont.**

- Checks and receives weekly food delivery.
- Supervises the measuring, cutting, and mixing of food quantities.
- Checks for storage of food at proper temperature and refrigeration.
- Supervises cleaning and sanitizing of kitchen equipment, counters, and appliances.
- Performs basic computer activities in processing work orders, computing recipes, etc.
- Subject to on call status as needed during peak activity seasons and may include weekends and holidays.
- Performs related duties as business necessitates.

**EDUCATION AND EXPERIENCE**

- High school Diploma or equivalent; one year experience in professional food service industry.
- Read and Interpret Material Safety Data Sheets (MSDS)
- Bilingual Spanish desired, but not required.

**LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Must be able to successful pass a criminal background investigation
- Possess current Food Handler's Permit.

**SKILLS/ABILITIES**

- Knowledge of food preparation techniques.
- Exemplify leadership skills and order.
- Knowledge of food service sanitation, food storage, and inventory procedures.
- Ability to operate all kitchen equipment, ovens and food processing or other machines safely.
- Ability to train others.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate inmate conduct.
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality while working with inmates.
- Ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret measurements and recipes.
- Ability to read and take appropriate action with exposure to chemicals.

**PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

**LANGUAGE SKILLS**

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other agencies.
- Must be able to read and understand State and Federal regulations governing food service and preparation.

**REASONING ABILITY**

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions to inmates in day to day operations of the facility.

**PHYSICAL REQUIREMENTS**

- Work is performed mostly in the kitchen of the Duchene County Jail and working in close contact with inmates daily.
- Working environment is based in an industrial kitchen where exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, moderate to high noise levels and cleaning compounds is constant.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Climb or balance, stoop, kneel, or crawl frequently.

**HAZARDS**

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, masks, goggles, and/or gloves.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.