

# Sevier County Job Description



<b>Title:</b> Cook I / II / III	<b>Department:</b> County Sheriff
<b>Grade:</b> I - 8 / II - 9 / III - 11	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> I - 950.1 / II - 950.2 / III - 950.3	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

## GENERAL PURPOSE

Performs a variety of **skilled duties** related to overseeing the preparation and serving of food and food items to facility inmates and shift personnel.

**Cook I:** Entry Level / **Cook II:** Working Level / **Cook III:** Full Performance Level

## SUPERVISION RECEIVED

Works under the general supervision of the Corrections Sergeant or Captain

**Cook I:** Close / **Cook II:** Close to General / **Cook III:** General

## SUPERVISION EXERCISED

**All Cook Levels:** Provide close to general supervision to inmate workers assigned to food services.

**Cook I:** None / **Cook II:** May provide training to Cook I / **Cook III:** May provide supervision on a project by project basis

## ESSENTIAL FUNCTIONS

### **Cook I and Basic Functions for Cook II and Cook III**

- Assists to plan menus and organize the preparation, cooking and serving of food to resident prisoners and institutional employees;
- Determines meal count and special dietary needs of inmates related to health and medical conditions;
- Oversees the maintenance of culinary equipment, assures security processes related to access to kitchen equipment, supplies and work areas;
- Monitors food and supply inventory and monitors orders and coordinates and receives deliveries from vendors;
- Inspects and maintains food handling and safety standards;
- Assists in maintaining records and preparing reports;
- Enforces fire, health, and safety rules of the kitchen;
- Documents and reports violations following established protocol and guidelines;
- Assures proper delivery of training for "Food Handlers Permit" and "Serv-Safe" certifications;
- Assures adequate portions are served consistent with standards, regulations and nutritional needs;
- Participates in cleaning kitchen equipment and work area;
- Assures kitchen and cafeteria are secure, and monitors kitchen area to assure against smuggling and theft of kitchen utensils and maintains a daily log of the same;
- May prepare written observations describing prisoner behaviors and involvement for consideration by management and administrators and parole boards;
- Works with kitchen helpers assigned to assist with meal preparation, serving and cleaning duties;
- Records and reports inmate work hours.

### **Cook II** *(in addition to the essential functions outlined for Cook I)*

- Assists in training of other cooks;
- Plan menus and organizes the preparation, cooking and serving of food;
- Works closely with vendors and negotiates price breaks on supplies;
- Maintains records and prepares reports.

### **Cook III** *(in addition to the essential functions outlined for Cook I and II)*

- May be assigned to supervise special individual projects;
- May supervise kitchen helpers assigned to assist with meal preparation, serving and cleaning duties.

## MINIMUM QUALIFICATIONS

### 1. **Education and Experience:**

**Cook I:** Graduation from high school or equivalent, plus two (2) years of experience in institutional, restaurant, or related food service experience.

**Cook II** *(in addition to the education and experience for Cook I):* Three (3) years performing the above related functions at Sevier County or five (5) years progressively responsible experience in a jail or prison kitchen with one (1) of these years being performed with Sevier County.

**Cook III** (in addition to the education and experience for Cook I and II): Eight (8) years performing the above related functions at Sevier County or twelve (12) years progressively responsible experience in a jail or prison kitchen with three (3) of these years being performed with Sevier County.

\*An equivalent combination of education and experience may be considered for all Cook levels.

**2. Knowledge, Skills and Abilities:**

**Knowledge:**

**Cook I:** Some knowledge / **Cook II:** Working knowledge / **Cook III:** Considerable knowledge of the following

- Nutrition planning;
- Cooking and baking techniques;
- Management of food preparation and service;
- Menu planning and calorie computation;
- Typical institutional policies;
- Security and emergency procedures.

**Skills:**

**Cook I:** Some skill in the following / **Cook II:** Skilled in the following / **Cook III:** Advanced level skill in the following

- Operating kitchen appliances and equipment.

**Abilities:**

**All Cooks Levels the Ability to**

- Write accurate and grammatically correct reports or narratives;
- Read and follow recipes;
- Establish and maintain effective working relationships with supervisors, co-workers, and prisoners;
- Follow written and verbal instructions;
- Communicate effectively verbally and in writing;
- Work under daily stress of potential hostile and threatening situations within the correctional facility environment.

**3. Special Qualifications:**

- Must successfully pass a background investigation related to criminal records check, education verification, credit and financial check, employment history check and reference check.
- Must possess a current food handler's, "Serv-Safe and Food Safety Manager permit.
- Must be willing to work weekends, variable shifts, holidays and approved overtime.
- Resident of Sevier County.

**4. Work Environment:**

- Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting up to 50 pounds, etc.
- Talking, hearing and seeing essential to the performance of the job.
- Common eye, hand, finger dexterity exist.
- Mental application utilizes memory for details, verbal instructions, discriminating thinking.
- Occasionally exposed to high indoor temperatures and moving equipment parts.
- Strength of arms, hands, legs, and back required in the performance of essential functions.
- Work requires daily contact with inmates within the jail facility.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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.

I \_\_\_\_\_ have reviewed the above job description. Current Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)