

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COOK
CLASS CODE: 8011

FLSA STATUS: NON-EXEMPT
SUPERVISOR STATUS: LEAD

EFFECTIVE DATE: 04/17/2014 (REVISED 02/24/2004 VERSION)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of the Certified Food Service Manager or Administrator, assists in or supervises the preparation of meals for inmates housed at the Utah County Security Complex and for the Meals On Wheels Program for senior citizens. Trains inmate workers in food preparation and kitchen processes, and monitors their work and behavior.

ESSENTIAL FUNCTIONS

Follows an approved, scheduled menu for preparation of balanced meals for the jail and the Meals On Wheels Program.

Prepares special diet meals such as diabetic, vegetarian, kosher, and gluten-free.

Leads inmate workers screened and approved to work in the kitchen by providing training in food preparation, assigning tasks, monitoring work and behavior, and reporting concerns.

Keeps meal counts according to fluctuating inmate and client counts.

Cleans and oversees cleaning of the commercial kitchen including the freezer, ovens, storage room, etc.

Maintains an inventory of available food items and prepares an order list for supervisor.

Receives deliveries and verifies goods received against invoices.

Performs basic computer activities in processing work orders, computing recipe explosions, posting menus and signs, and completing reports.

Maintains and inventories all kitchen tools (knives, ladles, tongs, whisks, etc) daily and makes certain they are checked out during meal preparation and tethered appropriately during their shift.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and perform basic math to understand and follow instructions on recipes, menus, labels on ingredients, labels on cleaning supplies, policy manuals etc.
- Knowledge of institutional food preparation and the ability to use commercial kitchen equipment and machinery.
- Knowledge of food service sanitation, storage, and inventory procedures.
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities.

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- Ability to train and interact with inmates according to policy and in a nonjudgmental, professional manner, maintaining appropriate boundaries at all times.
- Ability to observe multiple activities and quickly identify, stop, and report inappropriate inmate conduct in order to prevent and minimize potentially dangerous situations.

PHYSICAL DEMANDS

Typically: walks, stands, and stoops.

Regularly: lifts or otherwise moves objects weighing up to 25 pounds; uses tools or equipment requiring a moderate degree of dexterity, ascends and descends a step stool; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: reaches arms above head, kneels; lifts or otherwise moves objects weighing up to 60 pounds; ascends and descends a ladder.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in a commercial grade kitchen located within the Utah County Security Center (jail). Work is performed in a direct-contact environment alongside inmate workers who have been screened and approved to work in the kitchen. Work regularly requires the use of protective gear such as goggles and gloves. Work regularly exposes the incumbent to inside temperature changes and other conditions such as noxious odors, mists, gases, steam, and hot/cold water associated with walk-in freezers, ovens, dishwashers, and other kitchen equipment or machinery. Work regularly exposes the incumbent to hazardous chemicals. Work exposes the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes the incumbent to unknown and potentially hostile, dangerous, and life-threatening situations.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Professional food service work experience and/or completed education or training in Nutritional Science or Culinary Arts totaling one (1) year.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Selected applicants must possess a valid Food Handler's Permit before a hire date may be issued.
- Selected applicants are subject to, and must pass, a full background check.

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 and may be required to have specific job-related knowledge and skills.