**Oceana County**

**JOB DESCRIPTION**

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

**Job Title:** Cook – Part time **Salary Class:** PALSS

**Department:** Sheriff’s Department **Hours:** As needed

Variable, part-time

**General Summary**

Under the direction of the Sheriff and Corrections Lieutenant, prepares and serves meals to residents of the county jail. Develops and reviews menu plans, plans cooking schedules and prepares a variety of meals and special dietary items. Oversees trustees who assist with food service and clean up tasks.

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

* Assists with developing and reviewing menu plans to determine types and quantities of foodstuffs necessary for meals. Removes necessary food products from storage, or cooler, or freezer.
* Assists with cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures the appropriate number of meals are sent to residents of the county jail.
* Assists with preliminary food preparation activities such as washing and paring vegetables and fruits, chopping and slicing food products, mixing ingredients.
* Prepares and cooks main course meals for breakfast, lunch, dinner. Records cooking temperatures. Bakes various food items.
* Assists with the portioning of food on serving trays for distribution. Ensures that appropriate temperature of food is maintained in the serving process.
* Prepares meals in accordance with medical recommendations for persons with special dietary needs such as diabetic, low sodium, low cholesterol, high fiber, and other requirements such as extra snacks, liquid, and soft diets.
* Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, fryers, steamers, and slicers to prepare meals. Maintains a daily count of knives and utensils, making sure they are in locked drawers and/or cabinets.
* Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas and floors.
* Removes food from freezer in time to be ready in accordance with menu plans. Monitors temperatures of coolers and freezers.
* May assist with overseeing trustees in washing trays, dishes, pots and pans, sweeping and mopping and related cleaning tasks and assisting in food preparation tasks. Trains trustees to serve food and perform related tasks. Issues knives, cleaning supplies, gloves, aprons, and other supplies.
* Maintains food service census data to help guide meal planning.
* Closes the kitchen, including ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and other equipment are powered off. Documents knife and utensil inventory, making sure they are secured. Locks down the kitchen as necessary.

**Knowledge, Skills, & Abilities:**

* Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
* Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
* Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
* Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
* Ability to communicate orally with individuals, co-workers, and others in order to obtain and provide information.
* Ability to read and comprehend documents, records and other correspondence.
* Ability to work independently and with minimal supervision; ability to plan, coordinate, and schedule daily activities to maximize efficiency.

**Minimum Qualifications**

Education:

* High school diploma or equivalent. Prefer some coursework in nutrition or related areas.

Experience

* Some experience cooking for large groups with varying dietary needs.

**Physical Requirements and Work Environment**

* Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. Standing for long periods of time.
* Requires the ability to operate a variety of kitchen equipment.
* Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements when using kitchen equipment.
* Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, for instance, food labels, equipment operating instructions.
* Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, with menu planning, food service census, and similar tasks.
* Requires the ability to provide guidance to others, such as trustees working in the kitchen. Must know how to apply policies, procedures and standards to specific situations.
* Requires the ability to utilize a variety of advisory data and information such as food labels.
* Requires the ability to communicate orally and in writing.
* Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

**Working Conditions:**

* Works in an institutional kitchen setting including ovens, freezers, blenders, steamers, and other various equipment items.
* Exposure to hot and cold surfaces.
* Works with various sharps.
* Works with trustees.
* Exposure to cleaning supplies and chemicals.

**Other Requirements (if applicable):**

* None.