



Cook

Job Description

Department: Sheriff
Position: Career Service
Grade: 503
Supervisory: Lead
Reports to: Certified Food Service Manager

Summary

Under general supervision of the Certified Food Service Manager, 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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Following an approved, scheduled menu, prepare balanced meals for the jail and the Meals On Wheels program.
2. Prepare special diet meals such as diabetic, vegetarian, kosher, and gluten-free.
3. Lead screened and approved inmate workers in the kitchen by providing training in food preparation, assigning tasks, monitoring work and behavior, and reporting concerns.
4. Keep meal counts according to fluctuating inmate and client counts.
5. Clean and oversee cleaning of the commercial kitchen including the freezer, ovens, storage room, etc.
6. Maintain an inventory of available food items and prepare an order list for supervisor.
7. Receive deliveries and verify goods received against invoices.
8. Perform basic computer activities in processing work orders, computing recipe explosions, posting menus and signs, and completing reports.
9. Maintain and inventory all kitchen tools (knives, ladles, tongs, whisks, etc.) daily, ensuring proper check in/out during meal preparation and appropriate tethering during the shift.

Knowledge, Skills, and Abilities

- 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 read and perform basic math to understand and follow instructions on recipes, menus, labels on ingredients, labels on cleaning supplies, policy manuals etc.

For Office Use Only

Job Code: 8011

Job Title: Cook

FLSA: Non-Exempt

Effective Date: 01/02/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- 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

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job is performed in a commercial grade kitchen located within the Utah County Security Center (jail). This position is performed in a direct-contact environment alongside inmate workers who have been screened and approved to work in the kitchen. This job 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 exposes the incumbent to unknown and potentially hostile, dangerous, and life-threatening situations. This position regularly exposes the incumbent to hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of the job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file and lift supplies or equipment up to sixty (60) pounds.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to five (5) percent travel.

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Required Education and Experience

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

Additional Eligibility Qualifications

- 1. Selected applicants must possess, and thereafter maintain, a valid Food Handler’s Permit before a hire date may be issued.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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