

# Uintah County

## Job Description



<b>Title:</b>	Head Cook	<b>Code:</b>	801
<b>Division:</b>	Corrections	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	17

### GENERAL PURPOSE

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

### SUPERVISION RECEIVED

Works under the general supervision of the Jail Lieutenant or commanding shift officer.

### SUPERVISION EXERCISED

Provides close to general supervision to inmate workers to food services. May provide close supervision to fulltime cook(s) while in training.

### ESSENTIAL FUNCTIONS

Plans menus and organizes the preparation, cooking and serving of food to resident prisoners and institutional employees; prepares daily meal menu; determines meal count and special dietary needs of inmates related to health and medical conditions; supervises the maintenance of culinary equipment, assures security processes related to access to kitchen equipment, supplies and work areas.

Manages food and supply inventory; monitors inventory, orders and coordinates deliveries of food and supplies from vendors; works closely with vendors and negotiates price breaks on supplies; prepares regular reports related to number of meals served and submits to department supervisors; inspects and maintains food handling and safety standards; maintains records and prepares reports; receives and documents deliveries, verifies required quantities and quality of items.

Supervises kitchen helpers assigned to assist with meal preparation; trains workers regarding kitchen and cleaning duties; assures proper delivery of training for "Food Handlers Permit" and "Serv-Safe" certifications; observes worker activity to assure conformity to policies and procedures; reports violations; conducts daily health and cleanliness inspections of prisoners work; enforces fire, health, and safety rules in the kitchen; delivers invoices and bills to county auditor for payment.

Cooks and prepares food for meals as scheduled by pre-planned menus; bakes pies, cakes, cookies, bread, etc; prepares meals for special diets; supervises the serving of meals; assures adequate portions are served consistent with standards, regulations and nutritional needs; monitors meal deliveries to assure safety and protocol between the sexes.

Supervises and participates in cleaning kitchen equipment; washes pots and pans; sweeps and mops kitchen floor; cleans work area; monitors kitchen area to assure against smuggling and theft of kitchen utensils; assures kitchen and cafeteria are secure.

Prepares daily reports related to meal quality, food volume, food types and related problems; prepares written or verbal reports regarding equipment repair needs or malfunctions; prepares reports related to special inmate dietary needs and physician ordered nutritional programs.

May prepare written observations describing prisoner behaviors and involvement for consideration by management and administrators and parole boards; records and reports inmate work hours.

Accounts for kitchen utensils and maintains daily log of the same.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience

- A. Graduation from high school or GED,
- AND
- B. Four (4) years of experience in institutional, restaurant, or related food service experience,
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Working knowledge of** nutrition planning; cooking and baking techniques; management of food preparation and service; menu planning and calorie computation; typical institutional policies; security and emergency procedures.

**Skill in** operating kitchen appliances and equipment.

**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 and Food Safety Manager permit.  
Must be willing to work weekends, variable shifts, holidays and approved overtime.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, 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.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

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