

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF COOK - JAIL**

**General Summary**

Under the supervision of the Corrections Administrator, prepares all menu plans for the jail which meet Department of Corrections guidelines. Coordinates cooks and inmate workers assigned to the kitchen. Orders all food items necessary to meet menu plans ensures accuracy of deliveries. Maintains kitchen and laundry inventory. Performs all of the functions of a Cook as necessary.

**Essential Functions**

1. As coordinator of kitchen staff, participates in employment interviews, trains staff, and makes work assignments. Recommends staff schedules to the Administrator and provides input on employee performance. Responsible for safety procedures and related training of staff.
2. Supervises inmates assigned to the kitchen and laundry and is responsible for training and making work assignments. May revoke work orders of inmate workers and send inmate workers back to post due to inappropriate behavior.
3. Prepares menu plans which meet Department of Corrections guidelines for quantities, nutrition, calories and other requirements. Assures that the kitchen operation is in compliance with all applicable local, state and federal laws.
4. Reviews menu plans to determine types and quantities of foodstuffs necessary for meals. Orders food items, deals with vendors and other potential providers of food and supplies, and checks food upon delivery.
5. Maintains records on inmates with special dietary needs and ensures that meals are prepared in accordance with medical recommendations. Confers with medical staff or outside resources regarding special dietary needs. Lays out special diet plans for cooks.
6. Maintains an ongoing inventory of food supplies in storage, coolers and freezers.
7. Recommends changes to food service policies and recommends revisions to procedures related to food storage, preparation and service as appropriate. Ensures compliance with procedures and that all food services staff are updated on changes in policies and procedures.
8. Ensures compliance with state and federal regulations regarding food preparation, service and storage.

9. Recommends purchases of supplies and equipment. Monitors department expenditures for food, equipment, supplies, and other purposes against the established budget. Reviews all invoices for items received and compares to orders, received items, and quoted costs.
10. Purchases and maintains laundry inventory, monitors expenditures for supplies, equipment and other purposes against established budget. Reviews all invoices and compares to orders, received items, and quoted costs.
11. Ensures proper sanitation of all food service areas and equipment. Ensures proper security of knives and other sharp objects.
12. Plans menu changes or adds new food items to be included within the weekly menu cycle due to out-of-stock items, failure of stock to arrive, or other exigency. Stays within regulations and budget.
13. Maintains records of daily meal census, weekly food bills, employee food bills and payment, and related records. Calculates cost on a per meal basis.
14. Works with Corrections Division to maintain service of meals to inmates on a timely basis.
15. Performs minor repairs to equipment and contacts repair personnel on major repairs. Contacts repair personnel as necessary.
16. Performs all of the functions of a Cook as necessary.

### **Other Functions**

17. Performs work of food service personnel as absences or other urgencies dictate.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation or its equivalent. Prefer additional coursework in food service management and nutrition.

**Experience:** Two years of experience in institutional cooking providing experience with food preparation and service, nutritional requirements, sanitation requirements, therapeutic diets, institutional purchasing, and providing a working knowledge of computers.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to lift and move to counters cartons of food weighing up to 50 lbs.
- Ability to lift and move to oven or counter trays of food weighing up to 25 lbs.
- Reaching for food supplies in storage, cooler and freezer.
- Reaching, bending and stooping to inspect food items and food services equipment.
- Bending to place and remove pans of food from oven.

**Working Conditions:**

- Works with oven, freezer, blenders, slicers and various pieces of kitchen equipment.
- Exposure to hot stove, hot trays of food, hot water and steam.
- Works with sharp knives and other utensils.
- Works with inmate workers.
- Exposure to chemical cleaning products.

