

**INGHAM COUNTY
JOB DESCRIPTION**

COOKS -- JAIL, SHERIFF'S OFFICE

General Summary:

Under general direction, prepares and serves meals to residents of the County Jail. Reviews menus, plans cooking schedules, prepares meals and meets the special dietary needs of jail residents. Oversees inmate workers who assist with food service and cleanup tasks. Maintains sanitation and security standards for the kitchen.

Essential Functions:

1. Oversees, trains and designates work to inmates assigned to the kitchen. Issues equipment and cleaning supplies to inmates and performs regular checks for knives and other utensils. May revoke work orders of inmates and send them back to post duty for inappropriate behavior.
2. Reviews menu plans to determine types and quantities of food necessary for meals. Receives food from vendors and ensures that items are accounted for in and good condition.
3. Performs and oversees food preparation activities such as cleaning, paring, chopping, slicing, and mixing foods.
4. Prepares and cooks main courses, side dishes and desserts. Records cooking temperatures as required.
5. Performs and oversees the portioning of food to inmates. Ensures appropriate temperature and quality is maintained during the serving process.
6. Prepares meals in accordance to medical recommendations such as diabetic, low sodium, low cholesterol, high fiber and other conditions.
7. Maintains food service census and tracks changes as necessary.
8. Maintains sanitary and orderly cooking conditions by ensuring proper cleaning procedures are followed in the kitchen and storage areas. Closes the kitchen at the end of each day.
9. Monitors laundry operations, including oversight of inmate worker on duty and ensuring that inmates are sent to pick-up laundry.

10. Performs minor repairs to equipment such as ovens, freezers, blenders, slicers, steamers and other kitchen equipment.

Other Functions:

Performs other work duties as assigned.

(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: A high school diploma or equivalent is required. Coursework in nutrition or a related field is preferred.

Experience: Six months of experience cooking for large groups is required. A working knowledge of computers is preferred.

Other Requirements: None

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:

- Ability to sit, stand, walk, bend, stoop and stretch in order to retrieve supplies and operate standard kitchen equipment. Prolonged standing is required.
- Ability to lift, hold and carry objects weighing up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone
- Ability to operate a PC/laptop and other equipment as described below.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

The working environment is based in an industrial kitchen environment where safe work practices are extremely important. Use of protective gear is required. Exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp

kitchen utensils, high noise levels and cleaning compounds is constant. Works with inmates in various emotional states.

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UAW Position