



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Cook Supervisor</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____ <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Corrections Major</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>06/08</u>
<b>DEPARTMENT:</b> <u>Corrections</u>	<b>JOB CODE:</b> 4051	

### DEFINITIONS:

Under general supervision, coordinates and supervises the preparation and cooking of meals for inmates at the Boone County Detention Facility.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plans regular and dietary menus while ensuring diversified meals; purchases dry goods, produce and meats from approved local vendors; receives deliveries and maintains inventory records; informs County Auditor of changes in costs; orders supplies and keeps accurate records and accounts; maintains a current working knowledge regarding the food service industry.

Prepares meals and supervises kitchen personnel in meal preparation; supervises inmates that assist in meal preparation and cleanup; carries out supervisory responsibilities in accordance with the Facility's policies and applicable laws; interviews, hires, and trains employees; evaluates employee performance; recommends disciplinary action, as appropriate; addresses complaints and resolves problems.

Schedules shifts with personnel to facilitate the delivery of food; directs activities of inmate trustees who assist in preparing and serving meals; ensures food arrives in a state that retains freshness; applies 'scratch' cooking methods; substitutes available foods in proper quantity to procure them from vendor; prepares food items for later meals while preparing items for current meals; cooks foodstuffs in quantities according to menu and number of persons to be served; plans menu taking advantage of foods in season and local availability; bakes breads and pastries; cuts meat.

**KNOWLEDGE AND SKILLS:**

1. Good knowledge of the policies and practices of the Boone County Detention Facility.
2. Good knowledge of food purchasing and inventory control.
3. Good knowledge of menu planning.
4. Skill in cooking, baking and food preparation.
5. Good knowledge of health standards and practices for institutional kitchens.
6. Skill in supervising people of different social, economic and ethnic backgrounds.
7. Skill in maintaining objectivity and confidentiality in dealing with inmates.
8. Skill in communicating with inmates.
9. Skill in maintaining records and preparing reports.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED, and four years experience preparing menus, purchasing food products and cooking in an institutional setting; and two years supervisory experience; must possess a clear criminal records (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)