



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Cook</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Cook Supervisor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Corrections</u>	JOB CODE: 802	

DEFINITIONS:

Under close supervision, coordinates, prepares and cooks meals for the inmates at the Boone County Detention Facility, cleans and oversees inmate trustees in the cleanup of the kitchen 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.)*

Assists in planning regular menus that ensuring diversified meals and meet inmate dietary requirements; prepares meals using “scratch” cooking methods; observes health and safety rules and regulations in food preparation and cleanup.

Ensures food arrives in a state that retains freshness; substitutes available foods when planned items are not available from vendors; 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.

Serves meals, washes dishes and performs general clean-up duties; assigns work to trustees working in the kitchen.

KNOWLEDGE AND SKILLS:

1. Some knowledge of the policies and practices of the Boone County Detention Facility.
2. Some knowledge of food purchasing and inventory control.
3. Some knowledge of menu planning.
4. Good knowledge of health standards and practices for institutional kitchens.
5. Skill in cooking, baking and food preparation.
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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two years cooking experience in an institutional or a commercial environment; must possess a clear criminal records (excluding traffic violations)

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)