

WASHINGTON COUNTY
Job Description

JOB TITLE: Cook Supervisor

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE REVISED: August 2008

SUPERVISOR: Captain-Jail

SUMMARY:

The individual in this position is working supervisor and is responsible for the planning and preparation of nutritional and appealing meals for jail inmates in the Washington County Jail. The individual in this position supervises other cooks and ensures that all meals for 100+ inmates are completed on time and of good quality. This position must closely monitor all food preparation to avoid the potential liability that could present itself with food and food preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinate the preparation of food in quantities according to menu and number of person to be served in jail.
2. Ensure the proper storage of leftover food and clean the kitchen.
3. Bake breads and pastry and oversee the cutting of meat.
4. Plan menu, taking advantage of foods in season and local availability. Coordinate the serving of all meals.
5. Purchase food supplies and cleaning supplies and keep records and accounts.
6. Complete documentation and paperwork for the reimbursement of certain types of inmates.
7. Prepare reports on a weekly, monthly, quarterly and annual basis.

SUPERVISORY RESPONSIBILITIES:

The individual in this position will supervise a small number of cooks. Provides verbal and written reports to the Jail Captain as required by policy and procedure. Makes recommendation to Captain regarding continued employment of marginal employees as well as recommendations for promotion or merit pay.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and at least one year to 18 months of institutional cooking related experience and/or training. A high level of nutritional knowledge is required in this position.

OTHER SKILLS and ABILITIES:

The incumbent must be able to use good judgment in meal planning, and have the ability to work within the food services budget. Must have thorough knowledge of food preparation equipment such as mixers, blenders, slicers, ovens, microwave, range top, etc. Also, the cook is required to use a number of mechanical devices and is exposed to hot materials and sharp object therefore dexterity is of utmost importance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, work near moving mechanical parts, and exposed to extreme heat from the stoves and ovens; use hands to finger, handle, or feel objects or controls; and talk or hear. The employee frequently is required to walk and reach with hands and arms and have the ability to taste and smell. The employee is occasionally required to stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work environment should be considered hazardous due to working with materials that are hot, sharp edges and moving parts.

The noise level in the work environment is usually moderate to loud.