



OFFICE OF SHERIFF

O'BRIEN COUNTY

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Job Description: **COOK & LAUNDRY**

Division: JAIL SERVICES

Reports To: Jail Supervisor & Sheriff

NATURE OF WORK

Performs general cooking duties at the jail and is responsible for all phases of meal preparation and kitchen cleanup for a 24 hour 7 days a week jail facility.

SUMMARY

Prepares and cooks meals for jail inmates & staff by performing the following duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Prepares a variety of food, including foods for special dietary needs, such as meat, vegetables, salads, desserts and soup using various methods of cooking. Works with Registered Dietician(s) to accomplish meal requirements of special needs inmates, etc.
- Prepares food and cleans kitchen, utensils and appliances.
- Sets up inmate trays and assists jail staff in the proper delivery of the meal tray carts.
- Maintains food inventories and reorders stock as requested and keeps records and accounts.
- May assist in preparing and planning menus.
- Works with jail officers in the performance of their duties.
- Washes dishes.
- Bakes breads and pastry.
- Cuts meat.
- Plans menu-taking advantage of foods in season and local availability.
- Assures that restocking of supplies is performed.
- Performs and completes the required documentation of both the Iowa Jail Standards and recognized meal preparation standards.
- Other duties may be assigned.
- Keeps logs & records of meals served for local & state regulators to audit.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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. Ability to adhere to policies and procedures of the Sheriff's Office.

EDUCATION and/or EXPERIENCE

Formal training in food service and meal preparation and six to twelve months of experience in a food service operation. Preferably institutional food service operation. Must have either a High School graduation certificate or a GED equivalency.

LANGUAGE SKILLS

Able to read & write the English language.

MATHEMATICAL SKILLS

Ability to use conversion charts relating to food quantities and perform basic math principles.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices used in the preparation of food on medium size scale basis; ability to determine the dietary values of various foods; proficient in the methods used for the preparation of different cuts of meat whereby shrinkage is held to a minimum; skill in preparing wholesome appetizing meals; ability to perform work involving the frequent lifting of pots, pans and boxes or objects weighing up to 50 pounds; ability to work for long periods of time in a standing position. Plans own work schedule based on jail inmate population meal needs within the timeframe of the regular meal serving times as required by Jail Policies and Procedures.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Additional Job Requirements:

Required to submit to fingerprinting and a background check. Must have a valid Iowa driver's license and be of good moral character. Be free of any contagious or communicable diseases. Applicants who have been convicted of a felony are barred from employment. Drug free and subject to drug screening prior to employment. Must not be addicted to drugs and/or alcohol. Must be willing and able to work weekends, holidays and a shift schedule that includes rotation with other food service employees.