

Job Description: COOK (JAIL)

CLASS NO. 1823

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 8

FLSA: Nonexempt

SUMMARY OF POSITION

Prepare nutritious meals in large quantities in accordance with established menus and requirements at the County Jail.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Captain
2. Directs: This is a non-supervisory position; however, may direct jail inmates assisting in kitchen.
3. Other: Works with other departmental employees, vendors and suppliers, and jail inmates.

EXAMPLES OF WORK

Essential Duties*

Prepares and serves nutritious meals according to established menus and time schedules and in compliance with health regulations;

Maintains adequate inventory of food and staples;

Supervises trustee inmates who assist in kitchen duties;

Maintains kitchen area, equipment, and utensils in a safe, clean, and neat manner according to health regulations; and

Maintains a clean personal appearance and washes hands frequently during food preparation and clean-up.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: food preparation for large groups of people; and health rules and regulations regarding food preparation.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1823 (Continued)

Skill/Ability to: give, follow, and understand instructions; establish and maintain effective working relationships with departmental employees, vendors and suppliers, and inmates; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus successful completion of food services course from a licensed trade dietary school;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Food Handler's Certificate from the Texas Department of Health.