

COOK

DEFINITION OF WORK

Under general supervision, the purpose of the position is to prepare, cook, and serve food at the County Detention Center. Work is performed under the direction of the Cook Supervisor or Food Service Manager and by the Chief Jailer or his designee.

EXAMPLES OF WORK

Performs preparatory work, and cooks food for inmates and staff following approved menus/receipts. Ensures proper food handling practices are followed according to sanitation procedures. Prepares food from scratch, cooking to proper appearance, seasoning, and taste while following recipe directions. Prepares food in advance to ensure prompt service: bowling of breakfast cereals, thawing of foodstuffs for future use and/or pre-cooking of meal items. Directs the work of less experienced cooks and inmate workers to ensure that work is performed in accordance with proper food handling and sanitation procedures. Serves food to inmates assuring that adequate portions are provided. Cleans and maintains proper sanitation for the kitchen equipment, dishes, pots, pans and utensils; storage areas; and staff dining room. Prepares and cooks special diet foods based on health-related issues, food allergies, or religious restrictions of individual inmates. Ensures special diet trays are marked for the inmate concerned and delivered to correct locations. Performs daily inventory counts, receives supplies from vendors and stores properly. Assists in planning for future meals, considering availability of leftover food to avoid unnecessary cost; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

High school or General Educational Development diploma and one year of experience involving food preparation and management; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Working knowledge of the methods, procedures and policies of the Detention Center and of the Sheriff's Office as such pertains to the performance of the essential duties of Cook; principles and practices of preparing, cooking and serving food; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; occupational hazards and safety precautions required to perform duties; and operational organization of the Detention Center and of the Sheriff's Office. Ability to adapt to continuously changing situations as they occur; exhibit an enthusiastic, self-reliant and self starting approach to meet job responsibilities; anticipate work that needs to be accomplished and must be self motivated; to be efficient in time-management while preparing meals; work independently with minimum supervision; attend various training seminars to maintain current knowledge of concepts, operations, trends, re-certifications, and future developments in food service; maintain a work environment which is orderly, safe and secure; and to establish and maintain cooperative and effective working relationships. Employees are responsible for cost control of all supplies brought into the kitchen.

SPECIAL REQUIREMENTS

Knowledge of State and Local Health Regulations and Laws and OSHA regulations on food services. Vocational/technical training in food services and warehouse management is desired. Some positions within classification may require a valid North Carolina driver's license. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Requires the ability to perform simple movements requiring moderate coordination, such as operating kitchen utensils, meat slicer, and other food preparation equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate tastes. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination. Tasks may risk exposure to heat, machinery, wetness, and violence.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).