

## **COOK SUPERVISOR**

### **DEFINITION OF WORK**

Under general supervision, the purpose of the position is providing supervisory guidance in the preparation of meals in the County Detention Center. An employee in this classification performs supervisory work in the preparation of meals, training staff in preparation techniques and safety issues, and ensuring that kitchens are clean.

### **EXAMPLES OF WORK**

Supervises and trains cooks in food preparations, food handling and following recipes; assists Food Service Manager in maintaining menus, timesheets and work schedules; ensures that the staff is following polices and regulations concerning state and local health regulations and laws and OSHA regulations, and that the kitchen area is clean and safe; ensures that all equipment meets security and safety regulations, is in good working order and accounted for; assists Food Service Manager in ordering food supplies, paper products, and cleaning supplies; receives and inventories all incoming supplies; maintains records and receipts of expenditures; assists in the preparation and monitors annual budget; and assists Cooks in the preparations of staff and inmate meals; and performs related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

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

#### **Knowledge, Skills, and Abilities:**

Considerable 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 Supervisor; 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; exercise discretion and judgment in implementing courses of action affecting their areas of job responsibilities; 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**

Must have knowledge of food preparation. 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. Some tasks require the ability to perceive and discriminate color, sound, taste, odor, texture, visual perception and discrimination and oral communication. Tasks may risk exposure to heat, cold, odors, smoke, machinery, and electrical currents.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert physical effort of lifting 50 pounds or more for short duration of time. Task may involve extended periods of time at a computer or a work station.