

**DELAWARE COUNTY  
SHERIFF**

**TITLE:** Cook - Jail Division

**JOB OBJECTIVES:** Incumbent is responsible for planning, preparing and serving meals to the residents of the County Jail and ensuring the sanitation of the kitchen area. Incumbent reports to the Kitchen Supervisor - Jail Division

**ESSENTIAL JOB FUNCTIONS:**

- Reviews menu schedules and prepares food daily according to schedule, dietary codes, and special medical or religious requirements;
- Serves meals following dietary standards;
- Cleans up work area to maintain a sanitary environment;
- Completes daily paperwork regarding inventory, consumption, etc.;
- Plans the menu and breaks down all components in planned food items;
- Monitors the set-up and clean-up of the kitchen area;
- Conducts inventories, assists in ordering supplies and stocks supplies as necessary;
- Prepares all reports for Federal and State agencies;
- Conducts price comparisons between suppliers and ordering food, supplies, and government commodities;

**NON ESSENTIAL**

- Performs related Essential and Non-Essential functions as needed.

**I. JOB REQUIREMENTS**

**Equipment:** Incumbent uses the following equipment: calculator, computer, various kitchen appliances and utensils, dishwasher, meat slicer, deep fryer, oven / range, microwave oven and carving knives.

**Critical Skills/Expertise:**

- Ability and knowledge to operate industrial kitchen equipment;
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- Ability to accurately measure and weigh ingredients;

- Ability to follow written and oral instructions.
- Ability to follow, expand, and reduce recipes;
- Ability to interpret and convert caloric measures;
- Ability to manage time effectively;
- Basic knowledge of computers and related equipment;
- Knowledge of Agency's Policy and Procedures Manual;
- Knowledge of basic math skills.
- Knowledge of basic nutritional standards;
- Knowledge of control time and preparation;
- Knowledge of government dietary standards;
- Knowledge of health, safety and sanitary procedures;
- Knowledge of self defense techniques;

**Job Standards:** A High School education or equivalent plus related work experience is required. Work consists of a variety of routine tasks performed in accordance with established and prescribed procedures. Must have a valid Ohio driver's license.

## **II. RESPONSIBILITY**

Incumbent supervises two (2) assistant cooks. Supervisor provides general guidance allowing for the planning of procedures and methods to obtain objectives. Supervisor normally reviews work upon completion.

Errors are readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct.

## **III. PERSONAL RELATIONSHIPS**

Incumbent has direct contact with co-workers and employees in the department. The purpose of these contacts is to ensure that policies and procedures are adhered to and to gather information to aid in the performance of kitchen duties

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT**

### **Physical**

**Requirements:** Incumbents work is described as heavy work, requiring the lifting of up to fifty (50) pounds occasionally and twenty-five (25) pounds frequently.

**Physical Activity:** Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, reaching, standing for long period of time, walking, pushing, pulling, lifting, grasping, feeling, fingering, talking, hearing and repetitive motions.

**Visual Activity:** Incumbent performs work where the seeing job is beyond arm's reach.

**Job Location** Incumbent works inside with protection form weather conditions, but not necessarily from temperature changes but necessarily from atmospheric conditions which affect the respiratory system. Incumbent is exposes to physical hazards, including high heat, moving mechanical parts and cooking oils.

**Safety Equipment** Incumbent uses the following safety equipment: Hat, hair net, aprons, rubber gloves, tuberculosis inoculation, first aid kit, fire extinguisher.