

POSITION DESCRIPTION

Multi-County Juvenile Attention System

WORKING TITLE:	Cook
STATE CLASS TITLE:	

POSITION CONTROL NO:		EMPLOYMENT STATUS	Full-time
FLSA STATUS	Non-Exempt	REPORTS TO	Facility Administrator
EXEMPTION TYPE	N/A	SUPERVISOR'S PCN	
CIVIL SERVICE STATUS	Classified	FACILITY	As Assigned

DISTINGUISHING JOB CHARACTERISTICS

Cooks and prepares meals for youths and staff of assigned Multi-County System facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

55% Prepares meals for youths and staff within assigned facility. Prepares meats, salads, breads, vegetables, fruits, desserts, and other menu items. Follows prescribed menus and recipes in accordance with School Lunch Program requirements, and food service guidelines established by State Health Department for handling and cooking of raw meat, fruits, vegetables and other food items.

Prepares special meals to meet youth dietary requirements in cooperation with and under direction of qualified medical authority. Makes special meals in accordance with religious holiday traditions and standards.

Presents food on plates in an attractive and appealing manner, and follows sanitary methods while dispensing food in food service line.

Controls food waste and rotates food products prior to expiration dates. Prepares and serves food to minimize leftovers and works donated food items into menu plan.

Knowledge of: institutional food preparation methods, procedures, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards.

Ability to: read and follow menus and recipes; prepare foods in accordance with prescribed dietary and nutrition standards; develop and maintain effective working relationships with associates, youth, and general public.

Skill in: institutional food preparation; operation and utilization of standard kitchen equipment and utensils.

- 30% Maintains sanitary conditions in food preparation areas, and cleans and disinfects counters, tables, refrigerator in accordance with sanitary guidelines and standards. Inspects and cleans kitchen equipment.

Loads and runs dishwasher, and washes dishes by hand. Stores dishes, utensils, pans and other cookware in a neat and organized manner in proper locations. Stocks groceries, and organizes cooler, freezer, and storeroom. Refrigerates, freezes and stores food to deter spoilage and meet food quality standards.

Knowledge of: procedures, equipment and supplies; standard kitchen safety practices and procedures; food facility sanitary standards.

Ability to: maintain effective working relationships with associates, youth, and general public.

Skill in: institutional food preparation; operation and utilization of standard kitchen equipment and utensils.

- 15% Completes order forms for meat, groceries and governmental commodities.

Monitors kitchen equipment operating condition and reports equipment problems to supervisor.

Completes daily work sheet, government commodity lists, milk program headcount documentation and other records as required.

Maintains security of kitchen knives and other utensils by following and enforcing prescribed security precautions and policy.

Takes food inventories on a scheduled basis and maintains related inventory records.

Knowledge of: procedures, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards.

Ability to: read and follow menus and receipts; maintain effective working relationships with associates, youth, and general public.

Skill in: institutional food preparation; operation and utilization of standard kitchen equipment and utensils.

OTHER DUTIES AND RESPONSIBILITIES

Functionally supervises youth engaged in performing food preparation, service and kitchen maintenance tasks.

Purchase and picks up fresh produce and other groceries at grocery store. Goes to store to purchase dust mops, buckets, and other supplies used in facilities kitchen and food service areas.

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

Stoves, deep fryer; meat slicer; electric knife; blenders, mixer, slicer, dishwasher, garbage disposer; food processor; gas grill; microwave, and other standard kitchen equipment; slicer, kitchen knives and other kitchen utensils; copier.

CONTACTS WITH OTHERS

Youth; staff; delivery persons; State Health Department representatives; Department of Youth Services Inspector; general public.

CONFIDENTIAL DATA

Information contained in Youth files.

WORKING CONDITIONS

Good working conditions but with exposure to normal kitchen heat and conditions. Exposure to possible cuts, burns or other similar injuries.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands for extended periods of time, and walks around the kitchen to various counters, stoves and other food processing areas and equipment. The employee regularly exhibits normal manual dexterity when preparing foods such as utilizing cutting knives, and other kitchen equipment. The employee occasionally extends arms to retrieve food from ovens, stoves, etc. Vision demands include normal vision. Employees normally exhibit the ability to taste and smell foods with the ability to distinguish differences or similarities in intensity or quality of flavors or odors, or to recognize particular flavors or smells using the tongue and/or nose. Employee normally tastes and smells the food being cooked to determine if it was cooked sufficiently and in accordance with cooking quality standards, and to determine the palatability of product.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: institutional food preparation methods, procedures, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards.

Ability to: read and follow menus and recipes; prepare foods in accordance with prescribed dietary and nutrition standards; develop and maintain effective working relationships with associates, youth, and general public.

Skill in: institutional food preparation; operation and utilization of standard kitchen equipment and utensils.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Experience and/or training in institutional food preparation, and following prescribed menus.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / /
Executive Director Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties & requirements specified in this job description.

_____ / /
Employee Date