



ISABELLA COUNTY, MICHIGAN

Position	Jail Cook	FLSA Status	Non-Exempt
Department	Corrections	Pay Grade	

GENERAL SUMMARY

Cooks and supervises inmates in the food service areas. Checks-in orders, ensures a high level of cleanliness in all food service areas, and works with venders. Ensures all food coming in is up to standards/codes. Keeps the facilities safe and secure.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Participates in and supervises the preparation of food for inmates, according to established meal plans.
- Ensures proper sanitation of food service areas, food preparation areas and general kitchen cleanliness.
- Plans cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures that the appropriate number of meals are sent to the cells.
- Oversees and participates in the portioning of food on serving trays for distribution. Ensures that appropriate temperature of foods is maintained in the servicing process.
- Maintains records on inmates with special dietary needs and ensures that meals are prepared in accordance with medical recommendations.
- Maintains an ongoing inventory of food supplies in storage, coolers and freezers.
- Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, french fryer, steamer and slicers in the preparation of meals. Maintains a daily check on knives and utensils.
- Issues knives, cleaning supplies, gloves, aprons and other supplies.
- Maintains daily meal census records.
- Closes kitchen at end of day, includes ensuring proper cleaning and sanitizing of kitchen and equipment and that all equipment is turned off and locked up.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- No experience required.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- None.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Safe food handling procedures.
- Modern office equipment, procedures and applicable software packages.
- Various cooking procedures.
- The equipment, tools and machinery associated with the job.
- The safety precautions associated with the job.

Skill in:

- Maintaining a clean and maintained kitchen.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Following written and verbal instruction.
- Leadership and coordination.
- Organization and time management.
- Maintaining inventory of food and supplies.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy			X
Individuals with known violent backgrounds			X
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)	X		
Infectious waste		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Moving mechanical parts			X
Risk of electrical shock		X	
Vibration	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Date created:	12/06/2016
Dates revised:	