



CLASS SPECIFICATION

Class Code: 2242
Date Est: 07/1973
Last Rev: 02/2019
Last Title Chg: 06/1982
FLSA: non-exempt
Probation: 6 months

JAIL COOK

DEFINITION

Under supervision, coordinates the preparation of meals for inmates of the Washoe County Detention Center; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of related training and experience that would provide the required entry-level knowledge, skills and abilities.

LICENSE OR CERTIFICATE

ServSafe Certification is required at time of appointment.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Food Manager and Assistant Food Manager in that an incumbent's work direction and oversight responsibilities are limited to the direction of inmate kitchen help at a single facility.

SUPERVISION EXERCISED

Directs the activities of inmate workers assigned as kitchen help; supervises food production by inmates.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepare, cook and serve nutritional meals for detention center inmates.

Responsible for the security, sanitation and maintenance of the kitchen and equipment; inform the Food Manager and Assistant Food Manager of problems concerning equipment and supplies; order food and cleaning supplies and monitor inventory.

Work with the Food Manager and Assistant Food Manager on product quality and quantity.

Calculate amount of food to be prepared for each meal; supervise the measuring, cutting, and mixing of food quantities; observe and taste food being cooked and add ingredients or seasonings to improve flavor and texture; plan cooking schedules so that the food will be ready at specified times.

Receive, store, label and rotate food and supplies to ensure freshness and minimize spoilage and waste; check for storage of food at proper temperature and refrigeration.

Assemble and supervise preparation of main dishes such as vegetables, meats, fish, fowl, and soups for large numbers of diners, ensuring that proper quantities, supplies, and equipment are available for recipes and production menus.

Supervise operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables; supervise cleaning and sanitizing of kitchen equipment, counters, and appliances.

Supervise, train, and direct the work of inmates assigned to the kitchen to ensure proper cooking and sanitation procedures; counsel inmates on work performance/attitude and prepare written reports of inmates' behavior for Detention Center authorities.

Ensure that inmates perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Laws, regulations, and policies governing the direction of inmate workers in a detention facility.

Computer software specific to the department/division.

Security procedures when directing inmate workers.

Ability to:

Oversee and direct inmates, including training, assigning and reviewing work, and conducting performance evaluations.

Plan, coordinate and direct food preparation to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Techniques and methods used in quantity food preparation.

Grilling, frying, baking, broiling and steam equipment and service procedures.

American Dietitian Association, state and federal regulations governing quantity food preparation.

Proper kitchen sanitation methods and procedures.

Equipment and utensils used in the preparation, cooking and serving of food.

Principles and practices of work direction, coordination and training.

Methods for the safe handling and storage of commercial cleaning solvents.

Ability to:

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Prepare and serve food in large quantities.

Coordinate the work of cooking preparation to produce the required food at a specified time.

Understand and follow recipes.

Use kitchen equipment including blenders, food choppers, mixers, grinders, slicers, knives, graters, fryers, stoves, ovens and steam tables.

Interpret and apply regulations, policies and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with inmate workers, division staff and representatives of other departments.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.*

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to work on slippery surface. Ability to lift and move objects weighing up to 50 lbs. Ability to work under conditions involving exposure to steam, heat, noise, and chemicals.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.