

**LANCASTER COUNTY
SHERIFF'S OFFICE**

JOB DESCRIPTION

JOB TITLE: COOK

GENERAL STATEMENT OF JOB

Under general supervision, performs food service work for the Jail. Work involves menu planning, preparing and cooking meals, and ensuring portion control. Employee is responsible for meal planning, ordering supplies and maintaining portion control. Employee is also responsible for supervising inmates in the washing of dishes and custodial work including mopping floors and cleaning the kitchen. Employee must exercise some independent judgment and initiative in completing assignments. Employee must exercise tact and courtesy in frequent contact with department heads and personnel. Reports to the Chief Deputy.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares, cooks and serves meals; ensures portion control is maintained.

Supervises inmates in the washing of dishes and custodial work involved in kitchen sanitation.

Maintains records of foods used and meals served; plans menus and orders supplies.

Prepares foods for cooking; peels, washes and cleans vegetables, slices meats and operates food service equipment.

Prepares and checks orders against shipping documentation; stocks inventory in storeroom. Carries canned and fresh fruits, meats and vegetables from storage areas.

Follows food handling, preparation and holding guidelines as established by State/local Health Dept.

ADDITIONAL JOB FUNCTIONS

Aids in the washing of dishes and cleaning of work areas.

Prepares salads and beverages as needed.

Performs other related work as required.

JOB TITLE: COOK

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, and 1 to 2 years experience in the food service industry with some supervisory responsibility; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Employee is required to have a pre-employment, post-offer physical examination. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related health and physical requirements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including kitchen equipment and kitchen tools. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects and heavy boxes. Work may involve standing for prolonged periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read menus, invoices sheets and inventory documentation. Requires ability to prepare invoice sheets. Requires the ability to speak to people with poise, voice control and confidence. Must speak and read English.

Intelligence: Requires the ability to learn and/or evaluate complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures,

JOB TITLE: COOK

to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using kitchen equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE CRITERIA

Knowledge of Job: Has general knowledge of the methods of preparing meats and vegetables in quantity lots. Has general knowledge of the cooking time and temperature of various foods. Has general knowledge of the practices and procedures involved in food service programs. Has general knowledge of the equipment used in food preparation. Is able to maintain high standards of personal cleanliness and meet sanitation standards. Is able to perform moderately heavy physical labor for periods of time. Is able to establish and maintain effective working relationships as necessitated by work assignments. Prepares menus for not less than two (2) weeks in advance.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of

JOB TITLE: COOK

responsibility. Maintains high quality communication and interacts with all agencies, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with minimum errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarifications of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc.

Relationship with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with agency employees and managers in other agencies, representatives from organizations, and the general public so as to maintain good will toward the agency and project a good image. Tactfully and effectively handles request, suggestions and complaints from other agencies and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisors, professionals and the general public

JOB TITLE: COOK

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establish a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintain a calendar for menu planning, deadlines and meals.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.