

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Cook  
**DEPARTMENT:** Jail  
**WORK SCHEDULE:** Hours as scheduled  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** January 2010

**STATUS:** Part-time

**DATE REVISED:**

**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Cook for the Cass County Jail, responsible for preparing inmate meals and maintaining sanitary conditions in kitchen area.

**DUTIES:**

Prepares and serves meals to detainees of facility according to established menus and schedules, retrieving trays, dishes and utensils after meals as required. Ensures proper guidelines for temperatures of food served and maintains sanitation of kitchen area in compliance with Health Department standards.

Assists in maintaining daily count of detainees served and amount of food needed.

Receives/verifies food deliveries from vendors and stocks supplies in appropriate storage areas.

Supervises duties of inmate workers, including food preparation and cleaning. Makes work assignments and provides corrective instruction as needed. Issues proper clothing and supplies to inmates assisting with meal preparation and clean up.

Operates a variety of appliances/equipment in performance of duties, such as commercial stove/oven, steamer, dishwasher, slicers, food processor, mixer, garbage disposal, mop, broom, and other equipment as necessary.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including passage of a drug test.

Knowledge of the principles of proper nutrition, sanitary food preparation, and Indiana State Board of Health standards, and ability to apply such knowledge to the preparation of large quantities of food.

Knowledge of and ability to properly operate commercial kitchen appliances/equipment, such as stove/oven, steamer, dishwasher, slicers, food processor, mixer, garbage disposal, mop, broom, and other equipment as necessary.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to physically perform assigned duties, including standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, and handling/grasping/fingering objects.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, detainees, and food vendors, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to supervise inmate workers, including making work assignments and providing corrective instruction as needed.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time constraints, and on several tasks at the same time.

Ability to count/perform basic arithmetic operations, such as calculating correct portions of food to be served and ensuring appropriate quantities of food are stocked.

Ability to read/interpret kitchen appliance manuals, recipes and cooking instructions.

Ability to occasionally work extended hours and/or weekends as needed.

## **II. RESPONSIBILITY:**

Incumbent performs cooking duties in compliance with dietary instructions and established procedures, receiving general supervision and applying knowledge learned on the job. Some care and skill are required in the use and direction of kitchen equipment. Work priorities and schedules are primarily determined by supervisor. Errors in work are usually detected or prevented through procedural safeguards and reference to appliance operating manuals.

Incumbent reports directly to Matron.

## **III. PHYSICAL EFFORT:**

Incumbent's duties involve moderate physical exertion, such as standing/walking for extended periods, working near extreme temperatures, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, hearing sounds/communication, and handling/grasping/fingering objects.

## **IV. WORKING CONDITIONS:**

Incumbent performs duties in a kitchen within a jail and is regularly exposed to cleaning chemicals, fumes, hot ovens, and excessive noise. Safety precautions, including the use of gloves and a hat, hairnet or visor, must be worn according to Department policy. Incumbent works with detainees and is regularly exposed to the normal hazards of a jail environment, including potential physical harm to self or others. Incumbent occasionally works extended hours and/or weekends.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Cook for the Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name