

**Garfield County
Job Description**

Title:	Cook I, II		
Department/Office:	Sheriff	Reports to:	Chief Cook
Division:	Detention	Pay Grade:	Cook I: 1 Cook II: 2
FLSA Status:	Non-exempt	Driving Classification:	None.
Supervision Exercised:	None	Licenses/Certifications:	None.
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	Cook I: 1 year experience in food service. Cook II: 2 years experience in institutional food service.		

General Purpose:

Assist in the cooking and preparation of nutritional meals in an institutional setting.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

Cook I:

Under close supervision:

1. Participates in the routine preparation, cooking, and serving of food.
2. Coordinates own activities with other cooks and inmate trustees to have meals ready to serve at scheduled times.
3. Follows standard recipes for food preparation; tests cooked foods to determine if properly cooked and seasoned.
4. Assists in maintaining the kitchen and dining area and equipment and utensils in a safe and sanitary manner.
5. Evaluates cooking methods, times and temperatures to avoid over- or under-production.
6. Receives food deliveries; stores items properly to prevent spoilage.
7. Oversees and assists inmate trustees in proper sanitation of dishes and equipment and cleaning of work areas.
8. Informs supervisor of problems involved with kitchen operations.
9. Reviews all work products to ensure highest level of quality.
10. Performs other duties of a similar or related level as necessary or assigned.

Cook II:

1. Under minimal supervision, performs all essential functions of the Cook I.
2. Participates in more complex preparation and cooking of food.
3. Assists in training Cook I.
4. Assists Chief Cook with planning, coordination, and other tasks as required.
5. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Must be at least 18 years of age. Must submit to and pass a background check.

Knowledge of:

1. Methods and procedures regarding food preservation; kitchen and dining area sanitation; use and care of equipment and utensils used in food preparation.
2. Basic math skills.
3. Relevant computer hardware and software applications.

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Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Understand and follow written and oral instructions.
4. Prepare food in quantities.
5. Comply with laws and regulations governing food preparation in institutions.
6. Handle stressful situations in a professional manner, including angry or difficult customers.
7. Establish and maintain effective working relationships.
8. Prepare quantities of food required with a minimum of waste.
9. Maintain kitchen, dining areas, kitchen utensils and equipment in a sanitary manner.
10. Maintain working relationships with inmates and staff.
11. Understand and practice safety procedures and precautions.
12. Maintain confidentiality.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other food service employees, inmate trustees and inmates.

External Contacts:

Occasionally interacts with vendors.

Required Physical Activities:

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

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Required Physical Activities:

While performing the essential functions of the job, the employee is frequently required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, taste and smell. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to lift and/or move up to 50 pounds and occasionally required to lift and/or move up to 100 pounds. Specific vision abilities required include close vision, color vision, depth perception and the ability to adjust focus. The employee is routinely required to perform manual labor associated with food preparation for large groups, and to stand for long periods of time.

Work Environment:

While performing the essential functions of the job, the employee routinely works in hot and/or humid conditions; is routinely exposed to hot equipment, cookware and utensils; is occasionally exposed to the possibility of injury from moving mechanical parts; and is occasionally exposed to fumes and toxic or caustic chemicals.

The employee may be exposed to contact with inmate trustees during hand-to-hand exchanges of supplies. The employee may be required to make an immediate response to medical emergencies where blood, body fluids or other medical hazards may be present. The employee may or may not have the time to take precautionary or protective measures.

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The employee is required to work outside normal business hours, including and/or rotating shifts, weekends and holidays.

The noise level in the work area is usually quiet, with frequent interruptions and multiple demands.

Required Travel:

None.

Computers and Equipment:

Computer and relevant software applications; mixer, toaster, dishwasher, oven and steam table, fryer, stove, food processor, grill, slicer, can opener, knife and various kitchen utensils.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.