

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Head Cook

DATE: August 16, 2013

APPROVED BY: *Sheriff Glenn Ross*

REPLACES:

I. IDENTIFICATION

Job Title: Head Cook

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Assistant Jail Administrator

Supervises: Kitchen Staff and Inmate helpers

II. JOB SUMMARY

This is a position responsible for the supervision and training of inmates in an organized and professional manner by maintaining standards of quality and control utilizing master menus to prepare meals which contribute to a well-balanced diet.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Prepare all meal menus.
2. Prepare all schedules for kitchen cooks.
3. Completes all ordering for kitchen supplies.
4. Deals with all sales personnel.
5. Supervises all subordinate cooks and Inmate Helpers.
6. Takes care of all budgetary items and makes sure spending is within the budgets.
7. Maintains and keeps all necessary logs.
8. Completes employee evaluations when requested.
9. Maintains standards compliance.

B. Other Related Duties / Responsibilities

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Patrol Deputy. These duties will include, but are not limited to, the following:

- a. Supervise and conduct food preparation (i.e., supervise Inmate Helpers in food preparation).
- b. Monitors Inmate Helpers in the kitchen sanitation process.
- c. Monitors food temperature and portion control.
- d. Follows standard recipes.
- e. Uses correct diets (i.e., calorie count) and records them accordingly.
- f. Maintains a clean/safe environment for self as well as other co-workers.
- g. When preparing food, ensures safety of inmates according to Federal and State regulations.
- h. Wears gloves when handling food.
- i. Must have knowledge of proper hand washing and personal hygiene.
- j. Must wear hairnet in food preparation area.
- k. Must report malfunctioning equipment to Team Leader/Maintenance.
- l. Completes kitchen check list.
- m. Attends all required meetings and sits on panels and boards.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer candidates with Sanitation and Special Diet certifications.

B. Job Related Experience (Minimum Required and Preferred)

1. Experience in institutional cooking.
2. Supervisory/Management experience preferred.
3. Special Diet preparation experience preferred.

C. Special Skills

1. Able to perform and prioritize multiple tasks efficiently while under stress.
2. Must be able to demonstrate leadership abilities.

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successfully pass a full criminal and motor vehicle background check.

E. Cognitive Requirements

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow, and provide written and/or oral instructions.

3. Knowledge of local, state, and federal laws, rules and regulations applicable and enforced by the Penobscot County Sheriff's Office.
4. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of laws regarding inmate's rights.
6. Knowledge of general cooking methods (measurements, special diets, cooking menus, temperatures, etc.).

F. Physical Requirements

1. Successfully complete physical assessment based on Departmental Functional Job Description.

G. Work Environment

1. Majority of time spent within Correctional Facility kitchen area, occasionally required to work outside of the secure perimeter.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.