



JAIL COOK

DEPARTMENT: SHERIFF'S DEPARTMENT

REPORTS TO: Jail Administrator

JOB OBJECTIVES:

To provide at least three (3) meals a day, served at regular intervals. The operation and cleaning of the kitchen area. Responsible for food purchasing, storage, planning and preparation and maintains the security of the facility's kitchen

ESSENTIAL JOB FUNCTIONS:

- Plans menus to where the inmates receive a nutritional, balanced, variety of meals three times a day, seven days a week.
- Assists with purchases, receives and maintains all equipment for the operation of the Food Services Section of the corrections facility.
- Receives, prepares and stores all food items for inmate consumption.
- Instructs the trustees in the performance of meal preparation in the absence of the Food Service Manager, the cleaning of the kitchen area, the service of food and the return of all utensils issued at the time of meal consumption.
- Sees that all kitchen laundry is properly laundered and returned to the kitchen.
- Keeps records of the menu served and the number of meals served.
- Serves meals to the inmates of the correctional facility and the work release area.
- Establishes and maintains effective working relationships with supervisors and co-workers.

REQUIRED QUALIFICATIONS:

- Have, or be able to obtain within 30 days, a food handler card
- Washington State Driver's License
- H.S. graduate or G.E.D.
- 21 years of age
- U.S. Citizen
- Applicant cannot have been convicted of any felonies.
- Background investigation, psychological and polygraph exams conducted on successful candidates. (Hiring is provisional, based on outcome of psychological evaluation.)
- Applicant must have been employed as a cook for two continuous years in a high volume facility such as a school, nursing home, hospital or large restaurant etc.