

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Cook  
**ALLOCATION:** Probation Department and Sheriff Department  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** Circa 1990  
**REVISED:** September 2016

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### **JOB SUMMARY:**

Under close supervision, prepares and provides institutional meals following federal and state nutritional guidelines; and performs related work as assigned

This single Service and Maintenance level classification is assigned to the County Juvenile Hall, a division within the Probation Department, or the County Jail division in the Sheriff's department.

### **CLASS CHARACTERISTICS:**

This classification performs a full range of tasks associated with the preparation and distribution of meals to juvenile detainees and adult inmates. The incumbent ensures that properly prepared nutritional meals are produced in a large volume, institutional setting. Responsibilities also include overseeing detainees and/or inmates and institution workers assisting with food preparation.

This position reports directly to the Kitchen Supervisor in the Juvenile Hall or the Corrections Food Services Supervisor in the Sheriff's Department. This class is distinguished from the Supervisor classification as in that the latter directs the work of Cooks and support staff while performing cooking duties on an assigned shift and has the responsibility of maintaining the kitchen.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Prepares, cooks and serves a variety of meals to inmates including special diets due to medical reasons; adheres to recipes and nutritional guidelines for menu planning; arranges breakfast, lunch and dinner plans for next day meals.
- Follows and enforces established portion size, sanitation practices, and inmate relations rules.
- Coordinates kitchen activities with Supervisor to meet daily production demands.
- Maintains clean and sanitary conditions in facility in order to assure the highest degree of cleanliness of food production and service areas.
- Inventories various produce, meats, vegetables, canned goods, dairy products and other foods and kitchen items; receives and stocks supplies.
- Oversees inmate labor and monitors the kitchen procedures and sanitation practices to assure established security and sanitation regulations are followed.
- Maintains detailed records regarding food prepared, cooking techniques and storage procedures.
- Uses, cleans, adjusts and performs minor maintenance to a variety of large institutional cooking equipment.
- Provides clear instructions to staff; fosters spirit of teamwork among inmate kitchen staff.
- Prepares periodic and special reports.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May drive a personal or a County motor vehicle in order to pick up supplies.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles, methods and equipment used in high volume meal preparation in an institutional setting.
- Cooking and serving large quantities of food.
- Methods of adjusting standard recipes by reducing or increasing the proportions to meet current production needs.
- Basic food groups and nutritional values.
- Kitchen supplies, sanitation procedures and personal hygiene regulations.
- Safe work practices related to food preparation, storage and service.

- Basic business arithmetic.
- Basic inventory and record keeping principles and practices.
- Various machinery, equipment and tools associated with food preparation, food service, and kitchen sanitation.
- Equipment maintenance techniques and practices.

**Skill in:**

- Overseeing and preparing meals in a large scale, institutional setting.
- Overseeing and training others in basic cooking and work procedures.
- Operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment.
- Maintaining accurate records and preparing work related reports.
- Directing others in work procedures.
- Making accurate arithmetic calculations.
- Reading, understanding and following recipes and oral and written directions.
- Working within deadlines to complete assignments.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Interpret instructions and menus given by supervisor; know and understand how to clean and use kitchen equipment; observe inmates at the work site; solve operational problems; remember cooking instructions; and explain work procedures to staff and inmate workers.
- Learn and understand Federal, State, and County laws related to inmates, detention facility policy and procedures, department written directives, and California standards pertaining to detention facilities.
- Learn behavior patterns of incarcerated persons, techniques of detainee control, discipline protocols, and grievance procedures.
- Supervise a kitchen facility utilizing inmate workers.
- Maintain intense concentration on activities going on around one's location on a constant basis throughout the entire work shift.
- Follow security procedures. Prioritize multiple tasks, projects and demands.
- Interact with people of different social, economic, and ethnic backgrounds.
- Work independently and as a team member. Judge the quantities of food required and prepare it with minimum waste.
- Assist supervisory staff in the maintenance of records, such as food inventory.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment of (a typical institutional kitchen setting) and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; use institutional kitchen equipment and on a regular basis hand manipulation to cut and prepare food and repetitive simple grasping to open jars, cans and lifting heavy pans filled with food; and the stamina to stand and/or walk for an extended period of time.
- Mobility to drive a motor vehicle in order to pick up supplies.
- On an intermittent basis, bend, kneel, twist, reach, stoop and squat to lift pots and move food to different locations; climb on step-stool to reach food stored; and on a frequent basis strength to lift and carry materials up to 25 pounds and on an intermittent basis material weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Working conditions are typical detention facility settings or public safety setting; involves the potential for high stress levels and frequent exposure to loud noises and the potential of personal danger and/or hostile situations.
- Must work with a highly manipulative and psychologically challenging detainee/inmate population; must be able to maintain professional composure and effectiveness.
- Exposure to blood/air borne pathogens.
- Will be exposed to extremes in temperatures, steam, fumes, and odors from cooking; exposure to extreme temperatures and/or humidity. On an intermittent basis exposure to dust, gas, fumes or chemicals
- Work rotational shifts including evening, night, weekend and holiday shifts.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- Must have the ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain thereafter.
- Must have the ability to obtain a food safety certification.

**Special Requirements:**

- Must pass a detailed background investigation.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school and six months of experience preparing and cooking of food/baking in large quantities in a restaurant, fast food, hospital, school or large institution.

**PREFERRED:** In addition to the minimum two years of cooking experience as described above in a large-scale institutional/correctional setting. Completion of a course of study in Culinary Arts through an accredited institution and possession of a food safety certificate is desirable.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept. Approval:  
Date:

EEOC: H  
WC: 9420

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_