



## JAIL COOK

### PURPOSE

To serve as a civilian employee of the Putnam County Sheriff's Department whose primary responsibility is to plan and coordinate the preparation and serving of meals to residents of the County Jail, maintain the sanitation and maintenance of the kitchen and oversee inmate workers who assist with food service and cleanup tasks.

### I. RESPONSIBILITIES

- Work with the Jail Commander, Assistant Jail Commander and Assistant Cook on product quality and quantity.
- Calculate amount of food to be prepared for each meal.
- Order food and cleaning supplies.
- Receive, store, label, and rotate food and supplies to ensure freshness and minimize spoilage and waste.
- Inform the Jail Commander and/or Assistant Jail Commander of problems concerning equipment and supplies.
- Supervise food production by inmates.
- Assemble and supervise preparation of main dishes such as vegetables, meats, fish, fowl, and soups for large numbers of inmates, ensuring that proper quantities, supplies, and equipment are available.
- Plan cooking schedules so that the food will be ready at specified times. Supervise the measuring, cutting, and mixing of food quantities. Check for storage of food at proper temperature and refrigeration.
- Supervise operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables.
- Supervise cleaning and sanitizing of kitchen equipment, counters, and appliances.
- Maintain the security of the kitchen area.
- Observe and taste food being cooked and add ingredients or seasonings to improve flavor and texture.
- Supervise, train, and direct the work of inmates assigned to the kitchen to ensure proper cooking and sanitation procedures.
- Ensure that inmates perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Evaluate job performance of assigned personnel.
- Direct supervision of jail personnel.

## II. DUTIES

- Prepare and submit required reports in a timely manner.
- Prepare and serves meals that accommodate the nutritional requirements of inmates with special dietary needs.
- Record, order and purchase groceries and supplies to stock shelves, refrigerator and freezer
- Meet with wholesale food distributors to determine cost effective purchase of merchandise.
- Estimate consumption and verify inventory to determine ingredients required for serving food to inmate populations.
- Direct inmate workers to ensure they accomplish their designated tasks in an appropriate and timely manner.
- Maintain all knives and other sharp objects in a safe and secure location, not accessible to inmate workers.
- Perform duties consistent with standards of sanitation so that prepared food is safe to consume.
- Oversee cleaning of the kitchen area so that sanitation and safety standards are upheld by sweeping, mopping, washing, dusting and sanitizing storage and work areas.
- Oversee the washing and sanitization of dishes, silverware and kitchen equipment, utensils and appliances to ensure they are in working order and meet health and safety standards at all times.
- Operate all kitchen equipment properly and safely to prepare and serve required menu.
- Make a daily count of all knives and other utensils and report shortages immediately to jail staff.
- Complete daily logs including number of meals served for breakfast, lunch, dinner and a daily total; food served at each meal and temperatures of freezer, refrigerator and food.
- Minimizes wasted food and beverages so that operational budgets remain realistic by developing appropriate portion control while serving meals.
- Attends training and meetings as needed.
- Preparing reports and record keeping providing information and documentation.
- Perform other duties as required.

## III. JOB REQUIREMENTS AND ESSENTIAL FUNCTIONS

- High school graduate or equivalent (GED).
- Must possess a valid Indiana driver's license.
- Ability to communicate effectively, both verbally and in writing.
- Must be able to work with minimal supervision, prioritize work and meet deadlines
- Ability to function independently.
- Ability to maintain confidentiality.

IV. PERSONAL WORK RELATIONSHIPS

- Work with Department personnel.
- Work with various vendors.
- Work with the general public.
- Work with Department personnel.
- Work with other members of the criminal justice system.
- Work with inmate population.

V. PHYSICAL EFFORT AND WORK RELATIONSHIPS

- Work is normally performed indoors
- Work is also performed both indoors and outdoors.
- Work may be early morning, day, weekend, and holiday shifts.
- Work environment may be moderate to loud.
- Work includes use of kitchen equipment including blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves and ovens.
- Work includes ability to stand for extended periods, walk, stoop, kneel, work on slippery surfaces, lift and move objects and work under conditions involving exposure to steam, heat, noise, and chemicals.