

JOB POSTING

JOB TITLE: Part Time Food Service Worker/Cook
STATUS: Non-Exempt

DEPARTMENT: Jail
DEPARTMENT #: 210

***Approximately 31 Hours per week**
\$18.00 per hour

GENERAL SUMMARY: The incumbent of this classification coordinates preparation of all daily meals of inmates in a correctional setting and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED: Reports to and receives direction from the Food Service Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Training and monitoring inmates in food service preparation, cleaning and storage in designated food service areas.
- Security and control of inmates assigned to the kitchen area.
- Security, control and accountability of all equipment, food and supplies.
- Daily food service reports.
- Inmate performance evaluations.
- Periodic checks for production and service policy/procedure compliance.
- Periodic safety checks of equipment in food service area.
- Assist with cooking, serving of food and general cleaning when necessary.
- Receives and checks shipments of food supplies in the absence of supervisor.
- Enforces and follows sanitation standards and cleaning standards.
- Maintains accurate production and other records, as required by governing agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of health codes and jail standards.
- Knowledge of food nutritional values and dietary requirements.
- Knowledge of the principles and practices of preparing hot and cold meal for a large group.
- Ability to prepare quality food.
- Ability to work with others and follow directions.
- Ability to react quickly and calmly in an emergency.
- Excellent communication and people skills.
- Productivity, adaptability, punctuality and a strong sense of self-control.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.

WORKING CONDITIONS:

- Must be able to physically respond to an emergency situation.

- Must be able to assist in an evacuation.

Posted July 28, 2025

OTHER REQUIREMENTS:

- Possession of a valid driver's license is required.
- Lifting is required.
- Must be 18 years old or older.

.....

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.