



CLASSIFICATION NO. 219

Established: 9/69

Revised: 7/94

FLSA: Non-Exempt

EEO: 8

COOK

CLASS CHARACTERISTICS

Under supervision, to prepare, cook and serve meals in a County institution; to maintain and clean cooking equipment and working areas; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Cook series is used by County correctional facilities to provide large quantity meal service to jail inmates and work release center residents within a full service institutional food operation.

The Cook is responsible for providing a variety of meals, including hot and cold dishes, sack lunches, snacks and special dietary requirements. Incumbents may provide limited training and direction to institutional inmates/residents acting as kitchen assistants.

The Cook differs from the Cook, Senior which plans meals, purchases food and supplies and leads the work of assigned kitchen staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Prepares meals according to established menus, including special meals to meet therapeutic and religious dietary needs; uses a variety of cooking methods, including baking, broiling, frying and steaming; cleans, trims, cuts and prepares meats and vegetables.
2. Maintains kitchen, cooking equipment and dining areas in a safe and sanitary condition ensures cooking utensils, dishes and silverware are clean; maintains security procedures for food service to inmates/residents.
3. Assists in preparing and maintaining records related to the operation of the kitchen area; assists in storing food and materials and maintaining inventories.
4. Assists in the training and instruction of inmate/resident kitchen assistants in proper sanitation, safety and work procedures.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: Principles and techniques of food handling, preparation, cooking and storage; institutional kitchen operations; nutritional food values; sanitation methods for food preparation and serving areas; basic math, including fractions; security measures in a correctional institution; occupational hazards and safety precautions.

Skill to: Cook and handle food in an appropriate, sanitary manner to maintain appealing and nutritious food content; safely operate, clean and service kitchen equipment and utensils; understand and follow oral and written instructions including menus and recipes; comply with health and food handling standards; follow and adjust recipes to obtain required quantities; make appropriate recipe substitutions; evaluate food qualities, such as freshness, cleanliness and proper cooking; communicate effectively, both orally and in writing; train and assist inmates/residents in kitchen activities; establish and maintain effective working relationships.

WORKING CONDITIONS

Duties require considerable standing, upper body movement, bending and lifting.

Some positions are assigned to work in an adult custody setting involving frequent contact with inmates who may exhibit severe antisocial behavior.

Must be willing to work evenings, weekends and holidays as scheduled.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid State of Oregon Food Handler certification or valid food manager training certification that meets the requirements of the Oregon Food Code.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire: First Aid/CPR certification.

Edited: 2/15