

**PACIFIC COUNTY SHERIFF'S DEPARTMENT  
JOB DESCRIPTION**

**Cook**

Job Summary: The Cook works in all phases of the Jail's food service program. He/she may be required to work overtime. The Cook is supervised by the Lead Cook.

**Nature of Work**

- **MEAL PREPARATION:** Ensures that all meals are ready to be served on time and at the proper temperature. Does a second count if other jail staff report missing utensils following a meal and reports results of this second count to custody staff.
- **KITCHEN MAINTENANCE:** Maintains the kitchen in a clean and sanitary condition.
  - No document incidents of failure to maintain kitchen in a clean and sanitary condition.
- **KITCHEN SECURITY:** Keeps knife drawer locked except when it is in use and under the direct supervision of the Food Service supervisor or Cook. Inventories the knife drawer daily and reports any discrepancies to the Jail Supervisor.
- **FOOD STORAGE AREAS MAINTENANCE:** Maintains all food storage areas in a clean and sanitary condition.
- **FOOD STORAGE AREAS SECURITY:** Keeps all food storage areas locked and under the direct supervision of the Food Service Supervisor, Cook or other jail staff member.
- **DAILY MEAL COUNT:** Takes accurate meal count before each meal.
- **ADVANCE PREPARATION:** Prior to going off duty on the last day before his/her days off, he/she does whatever advance preparation is necessary so that the Food Service supervisor will be able to prepare meals in accordance with the Jail's menu cycle.
- **SPECIAL DIETS:** Prepares meals for inmates on special diets in accordance with instructions from the Jail Medical Staff.
- **WORK RELEASE LUNCHES:** Ensure that, each evening, sack lunches are prepared for work release inmates for the following day.
- **COMMUNICATIONS:** Communicates clearly and concisely and in writing, if necessary, with the Food Service Supervisor and other jail staff regarding all matters of importance relating to the food service program.

- **CLOTHING:** Ensures that inmate apparel is washed on a regular basis.
- **TEMPORARY HELP:** If working the shift immediately preceding the use of a temporary help cook, ensures that the temporary help cook is given all the information necessary to do his/her job.
- **INFORMATION AND MESSAGES:** Checks appropriate locations for job-related information and messages at beginning of shift and at other times as necessary.
- **PAPERWORK:** Completes all reports, forms and other required paperwork accurately and in a timely manner.
- **POLICIES AND PROCEDURES:** reads all Jail Policies, Procedures and Tasks and signs name on each to show compliance with this requirement. Reviews these documents at least once annually and certifies compliance by signing the certification page provided at the front of the book. Newly hired will comply with this requirement immediately.
- **ASSIGNED DUTIES:** Performs specific duties necessary to the continuous operation of the Jail as assigned by the Food Service Supervisor.
- **PERSONAL APPEARANCE:** Maintains clean and orderly personal appearance at all times while on duty. Complies with Jail Policies and Procedures, without exception.
- **TRAINING:** Completes minimum training requirements for his/her position. Attends training as scheduled by the officer in charge of training.
- **SECURITY:** Continuously maintains jail security in all phases of his/her work.
- **SAFETY:** Continuously maintains jail security in all phases of his/her work.
  - Complies with Jail Policies and Procedures, including those addressing fires, natural disasters, riots, medical emergencies, evacuations and hostage situations, without exception.
- **OVERTIME:** Works overtime as required by Jail Supervisor.