

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

Jail Food Services Manager/Lead Cook

Job Summary: The Jail Food Services Manager/Lead Cook works in all phases of the Jail's food service program. He/she may be required to work overtime. The Corrections Sergeant supervises the Jail Food Services Manager/Lead Cook. This position's primary task is to maintain the overall daily activities of the Food Services Program and to supervise other cooks during the course of their duties.

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. 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. Reports any repair issues to the Corrections Sergeant for action,
- **FOOD STORAGE AREAS SECURITY:** Keeps all food storage areas locked.
- **DAILY MEAL COUNT:** Takes accurate meal count before each meal. Ensures that other cooks are doing so as well.
- **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 cook 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. The Food Services Manager/Cook is also responsible for laying out and planning long-term special diets and obtaining all the ingredients to said diets. This includes but is not limited to diets regarding specific religion or diets required due to a medical condition.

- **WORK RELEASE LUNCHES:** Ensure that, each evening, sack lunches are prepared for work release inmates for the following day. Ensured inventory for work release lunches.
- **COMMUNICATIONS:** Communicates clearly and concisely and in writing, if necessary, with the cooks 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:** The Food Services Manager is tasked with ensuring that the temporary help cook is given all the information necessary to do his/her job. The Food Services Manager/Cook assumes all responsibility for the cooks that they supervise and is responsible for educating those regarding policies.
- **INFORMATION AND MESSAGES:** The Food Services Manager/Cook ensures appropriate locations for job-related information and messages at beginning of shift and at other times as necessary.
- **PAPERWORK:** The Food Services Manager/Cook completes all reports, forms and other required paperwork accurately and in a timely manner to be submitted up the chain of command. The Food Services Supervisor/Cook reports directly to the Jail Manager regarding budget appropriations and paper work regarding funding or purchasing.
- **POLICIES AND PROCEDURES:** The Food Services Supervisor 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. The Food Services Supervisor/Cook also ensures that other cooks comply with the above-mentioned rules and policies and that they are educated regarding the information.
- **ASSIGNED DUTIES:** Performs specific duties necessary to the continuous operation of the Jail The Food Services Manager/Cook also assigns duties as necessary to other cooks to perform..
- **PERSONAL APPEARANCE:** Maintains clean and orderly personal appearance at all times while on duty. Complies with Jail Policies and Procedures, without exception. The Food Services Manager/Cook also ensures that other cooks are also complying with this rule.
- **TRAINING:** Completes minimum training requirements for his/her position. Attends training as scheduled by the officer in charge of training. The Food

Services Manager/Cook also ensures that other cooks are up to date with their mandatory requirements and suggests other training when needed.

- **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. The Food Services Manager also ensures that other cooks are versed as well.
- **OVERTIME:** Works overtime as required by Jail Supervisor.
- **STAFF MEETINGS:** The Food Services Manager schedules staff meeting with other cooks as needed and attends any other Jail Staff meetings.
- **FOOD SUPPLY PROCUREMENT:** The Food Services Manager ensures that sufficient foods supplies are continuously in inventory so that meals can be prepared in accordance with the jails approved menu cycle. This includes the ordering of all Food Services supplies. This includes researching and locating the best economical price for the products in accordance with the jail food services budget.
- **BUDGET:** The Food Services Manager/Cook is continuously communicating with the Jail Manager regarding budget priorities and responsibilities.