

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Part-time Cook
DEPARTMENT: Jail
WORK SCHEDULE: As Assigned
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: December 2006
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Cook for the LaPorte County Jail, responsible for preparing and serving all meals to detainees and staff.

DUTIES:

Plans, prepares, and serves meals to detainees of the facility according to established menus, schedules, and food supplies.

Plans and prepares additional meals for detainees with special dietary needs, as required.

Ensures the cleanliness of kitchen areas and cooking utensils, and sanitation of counter areas and floor.

Oversees duties of trustees, including preparing food, cleaning kitchen, and delivering meal carts to designated areas.

Maintains the cleanliness and serviceability of facility cooking and related appliances.

Verifies food stock received and places in storage areas.

Answers telephone, determines nature of call, and routes to appropriate person and/or department as necessary.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Must be at least 18 years of age.

Working knowledge of the principles of proper nutrition and sanitary food preparation, and ability to apply such knowledge to the preparation of large quantities of food.

Ability to read and follow written instructions and recipe directions.

Ability to supervise trustees and follow established schedules and meal plans.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools and equipment, such as mop, broom, food processor, meat slicer, hand mixer, and dishwasher.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, detainees, trustees, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to regularly work weekend, evening, and holiday hours on a rotation basis.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs repetitive duties involved in the preparation and serving of daily meals to jail detainees according to formal meal plans and schedules. Initiative is allowed in determining alternate meals in response to shortages of supplies. Work is reviewed by Matron as deemed necessary.

Incumbent reports directly to the Matron.

III. PHYSICAL EFFORT:

Incumbent performs duties which generally involve standing and light to moderate lifting of packaged food and cooking utensils. In most cases, extreme physical effort is either not exerted, or if necessary, exerted for brief durations.

IV. WORKING CONDITIONS:

Incumbent performs duties indoors in a jail facility kitchen and is exposed to normal hazards of jail environment where safety or health may be jeopardized, such as exposure to extreme temperatures and cleaning chemicals and their fumes. Safety precautions, including the use of gloves and a hat or visor, must be used at all times to avoid injury to self and others.

Incumbent regularly works weekend, evening, and holiday hours on a rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-time Cook for the LaPorte County Jail describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name