

## Job Description: COOK

Class No. 638  
Position No. 570-3810  
Pay Group: 11

Department: Jail  
EEOC Category: Service/Maintenance  
FLSA: Non-exempt

### SUMMARY OF POSITION

Oversee the Food Service Program of the Adult Detention Center. Prepares nutritious meals and snacks for the inmates, maintains kitchen area in a clean and sanitary condition

### ORGANIZATIONAL RELATIONSHIPS

This position reports to the Kitchen Supervisor and Assistant Jail Administrator. This is a non-supervisory position however; this position provides direction to inmates and trustees who assist in the kitchen. This position has contact with other department employees, inmates and trustees. Must be able to communicate to all personnel the minimum production or service requirement.

### EXAMPLES OF WORK

#### Essential Duties\*

- Prepares nutritious snacks and meals according to the established menus(recipes) and time schedules;
- Maintains kitchen area, equipment and utensils in a safe, clean and neat manner according to health regulations;
- Maintains adequate inventory of food;
- Takes care to present a clean personal appearance and to wash hands frequently during food preparation and clean up;
- Provide directions to inmate trustees who assist in washing food before preparation, washing dishes, utensils and cleaning tables, floors and kitchen equipment;
- Maintain accurate documentation of all paperwork.
- Performs such other related duties as may be assigned.

### OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Class No. 638 *(continued)*

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 lbs. May be required to lift/carry a SCBA breathing apparatus in case of an emergency weighing up to 35 lbs.

Work is conducted inside a jail environment with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Food preparation for large quantities of people, health rules and regulations regarding food preparation.

**Skill/Ability to:** Understand, follow and give instructions, follow recipes as prepared by the Licensed Dietician. Must have good math skills and have organizational skills. Maintain clean and neat appearance, establish and maintain effective working relationships with co-workers. Maintain appropriate necessary certifications.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from High School or a General Education Development (GED) certificate is preferred; six months of experience as a cook is required.

This position is required to work shift work including nights and weekends.

### **CERTIFICATES AND LICENSES REQUIRED**

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles. Must pass a doctor's physical and drug test.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:  
638-Cook**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.