

## **CORRECTIONS COOK**

### DEFINITION

To supervise and participate in food preparation activities in the adult correctional facilities; to train and instruct inmates in cooking and other kitchen activities; and to perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Food Services Supervisor and technical and functional supervision from assigned sworn personnel.

Exercises functional and technical supervision over inmate workers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Exercises supervisory control over inmates assigned to food preparation and reports on their work progress.

Maintains control over kitchen equipment and tools such as knives and silverware; remains aware of contraband in kitchen.

Performs searches of inmates as necessary; searches for homemade alcohol.

Instructs inmates in proper methods of cooking, baking, meatcutting, vegetable preparation and use of equipment; participates in the preparation of meals; cooks vegetables and meats, bakes pastries and makes salads.

Supervises and participates in the preparation of special diets and daily menus.

### EXAMPLES OF DUTIES

Maintains records of inmates' activities and schedules; notifies appropriate personnel of inmates' movements.

Cleans storeroom, kitchen and refrigerators; supervises such work.

Estimates needs for cleaning supplies, perishables, special culinary clothing and issues these supplies.

Maintains sanitary standards; checks cleanliness of area supervised and is responsible for personal cleanliness of inmate help.

Supervises the proper maintenance and repair of culinary equipment.

#### EXAMPLES OF DUTIES

Maintains records of quantities of each food item used and poundages consumed.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Materials, methods and equipment used in preparing food on a large scale.

Food values and nutrition, menu planning, cooking, baking and purchasing of food.

##### Ability to:

Assign and supervise the work of inmates in food service duties.

Work long hours while standing on a concrete floor and under conditions of extreme heat.

Remain aware of dangerous situations.

Estimate food needs in advance and to keep food records.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned inmate workers.

Work on assigned shifts and be on-call as necessary.

##### Experience and Training

LANE COUNTY  
Corrections Cook (Continued)

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of experience as a cook in an institution or commercial firm, including lead experience in large-scale cooking and preferably including some experience in correctional institution food preparation.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.