

LEAD CORRECTIONS COOK

DEFINITION

To participate in the coordination and oversight of the operation of Lane County Adult Corrections institutional cooking facility; provide technical support to the Food Services Manager in order to provide quality services to Adult Corrections, Forest Work Camp and the Community Corrections Center; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Food Services Manager.

Exercises technical and functional supervision over assigned service staff and inmate workers.

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

Orders and procures food, equipment and supplies needed for service of meals, document expenditures and implements cost control measures.

Maintains and controls inventory and completes necessary records to meet Federal, State and County standards.

Monitors budget and maintains expenditure controls.

Organizes, plans and assigns the work of subordinate cooks and inmate workers; trains and instructs new employees and inmate workers on proper food preparation techniques, sanitation and safety requirements; assists in the interview, selection and evaluation of subordinate cooks.

Facilitates communications and problem solving of menu changes, inventory storage problems, equipment problems and inmate worker problems with the Corrections Cooks.

Provides technical support and logistical information to Food Services Manager regarding recipes, equipment, production schedules and market pricing.

Establishes and maintains sanitation guidelines and assists in maintaining County and State health standards as well as Federal Bureau of Prisons and United States Marshall's standards.

Monitors kitchen security measures related to equipment, dishes, utensils and contraband.

Attends meetings and trainings in connection with further development and growth of division and system changes.

LANE COUNTY
Lead Corrections Cook (Continued)

EXAMPLES OF DUTIES (Continued)

Prepares meals according to established menus using a variety of cooking methods.

MINIMUM QUALIFICATIONS

Knowledge of:

Federal, State and County health and sanitation regulations.

Policies and procedures of institutional food service administration including menu planning, purchasing, and storage of food and record keeping.

Techniques and methods of and materials used in the preparation of food for large numbers of people.

Principles and practices of financial and statistical record-keeping and budget monitoring.

Principles and practices of employee training, work coordination and scheduling.

Appropriate security policies as they relate to oversight of inmate workers.

Modern business practices and office equipment including computer operation.

Ability to:

Order and procure food, equipment and supplies necessary to provide meals to large numbers of people.

Maintain and control inventory and complete records to meet Federal, State and county standards.

Use fiscal accountability to implement and monitor the food service budget.

Assure that appropriate sanitation guidelines are maintained.

Organize, plan, train and assign the work of Corrections Cooks and inmate workers.

Provide the Corrections Cooks assistance with problem areas.

Manage the activities of inmate workers using established security procedures.

Prepare and cook meals for large numbers of people.

LANE COUNTY
Lead Corrections Cook (Continued)

Ability to (Continued):

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

EXPERIENCE AND TRAINING

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in nutrition, food preparation or a related field.

Experience:

Four years of increasingly responsible experience in institutional or volume cooking of which two years have been in a lead/supervisory capacity in an institutional or correctional environment.

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