



JOB DESCRIPTION

JOB TITLE: Full-Time Cook

DEPARTMENT: Potter County Jail

SUPERVISOR'S TITLE: Jail Warden & Deputy Warden

JOB CLASS: Union Class III, Level 2

FULL-TIME COOK

GENERAL DESCRIPTION

The full-time cook position is food service work in the performance of specialized cooking tasks in an institutional food service operation. The cook is responsible for large-scale food production and cooking tasks in the conversion of raw ingredients into finished menu items, such as meats, vegetables, casseroles, soups and sauces.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The full-time Jail cook will be responsible for the preparation of all menus; said menus will be made available to the part-time cook. Work is performed with a high degree of independence and reviewed upon completion for attainment or pre-established quality and quantity requirements.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Instructs trustees in the performance of specialized and routine production tasks and in the care and use of kitchen utensils and equipment;
- Work includes the coordination of tasks performed in preparing a variety of menu items to be completed simultaneously on a set time schedule;
- Establish techniques and procedures for cooking;
- Develop and adjust recipes to attain higher standards of quality and ensure accurate quantity measures;
- Responsible for the ordering of all products needed for meals and operation of the kitchen;
- Estimates food production needs and requisitions ingredients and supplies;
- Responsible for all record keeping concerning the operation of the kitchen; such as refrigerator and freezer temperatures, routine change of the deep-fryer oil, proper labeling of food items stored in the refrigerator and freezer, and routine checks of all perishable food items freshness dates;
- Ensure proper disposal and documentation of all outdated or spoiled food items. Said documentation on discarded food shall be forwarded to the Sheriff on a weekly basis;
- Responsible for the general cleaning of the kitchen (all equipment washed or wiped down) and in their proper place only on the days worked.



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GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Ordering of bread and milk as many times as needed to ensure freshness (no bread items shall be stored in the freezer);
- Prepares special menu items for special meals, meetings, etc.;
- Prepares ingredients and cooks menu items for special and modified diets;
- Maintaining and updating recipe files;
- Ensures kitchen equipment is properly maintained and prepares work orders for maintenance and repairs;
- Ability to operate kitchen equipment such as ovens, broilers, fryers and mixers used in preparation and cooking of meals;
- Perform related work as required;
- Fulfill and comply with all directives received from the supervisor(s).

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Must be able to multi-task;
- Ability to use time management skills;
- Knowledge of basic measuring skills.

EXPERIENCE AND TRAINING:

- High School diploma or GED equivalency;
- Must have at least two (2) years experience cooking for large groups of people;
- Attended an accredited class for food safety, such as ServSafe or Food Employee Certification (issued by the Pa. Dept. of Agriculture, Bureau of Food Safety and Laboratory Services).

PHYSICAL REQUIREMENTS:

- Ability to lift light boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to stand for extended periods of time;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Must be at least twenty-one years of age;
- Possession of a valid Pennsylvania driver's license;
- Must submit to and pass a medical physical examination (provided by County) to certify that the individual is free of communicable diseases.

HOURS: 40 hours per week

PAY RATE AND BENEFITS: Pay rate and benefits are based on the union contract.