

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Corrections Cook
Job Code: 8612
Pay Grade: 34
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Perform the preparation and cooking of meals for juvenile detention detainees in a correctional institution.

ESSENTIAL FUNCTIONS:

- Participates in the large scale cooking of regular and special diet foods according to prescribed menus and recipes. May use the computer/internet to retrieve recipes and information on cooking quantities and recipe ingredients.
- Prepares meals to be cooked and ready in accordance to meal schedules.
- Assists in estimating food consumption and requirements to determine type and quantity of food to be prepared.
- Operates standard kitchen equipment including ovens, steamers, slicers and mixers.
- Assists in setting up and serving food, preparing food for delivery to units, and storing leftover food.
- Assists in the training and overseeing of juvenile detention detainees assigned to the kitchen for food preparation and service.
- Secures and assures safe usage of knives, cleavers, and other utensils stored in a locked cabinet.
- Participates in the inventory of supplies and food using a computerized inventory system.
- Maintains security, order, and discipline of detainees.
- Checks kitchen area for contraband and weapons.
- Teaches detainees kitchen skills and effective work practices.
- Assists in cleaning kitchen and dining areas.
- Receives and verifies supplies with purchase orders.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of kitchen safety, hygiene and sanitary methods used in food preparation, health regulations, and related activities.
- Must have knowledge of large scale, wholesome, palatable meals with minimum waste.
- Must have knowledge of menu development and food ordering.
- Must have knowledge of security and custody procedures and practices.
- Must have basic computer knowledge and the skills to operate Windows based software.
- Must have skill in reading, comprehending and following instructions and recipes.

- Must have skill in coordinating the work of others engaged in food preparation.
- Must have skill in establishing and maintaining effective work relationships.
- Must have skill in supervising and instructing detention youth assigned to kitchen duty.
- Must have skill in operating food preparation equipment safely.
- Must have the ability to effectively communicate with coworkers, detainees, and the public.

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent G.E.D. certificate, and two years of cooking experience in large-scale institutional food preparation or volume cooking. OR any equivalent combination of experience, training and/or education approved by Human Resources. A minimum of 21 years of age is required to work with and give direction to juveniles in detention.

Completion of coursework from an approved school in sanitation, hygiene, quantity food preparation, nutrition, or a closely related subject area may be substituted for a portion of the aforementioned experience.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Performs the majority of duties standing, stooping, and walking within the kitchen facility and lifting weight up to 50 pounds.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Corrections Food Service Manager and performs duties under direct supervision. This position has no supervisory responsibilities.

Date: 07/12/1992

Revised: 12/28/2004, 07/01/05, 10/26/07, 04/14/09, 2/3/10, 07/09/10; 05/15/12; 09/08/13

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date