

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Corrections Cook & Laundry Attendant, Senior
Job Code: 8613
Pay Grade: 34
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Under the supervision of the Manager, Detention Support Services assist and guide the kitchen and laundry staff in the successful implementation of daily activities and division initiatives. Assists in the training, monitoring of work activities of staff, and providing work assignments for youth to develop skills.

ESSENTIAL FUNCTIONS:

- Maintains inventory of food items and quantity, and submits requests for the ordering of food and food ingredients to prepare meals. Uses a computerized inventory system for ordering.
- Performs work of routine difficulty in laundry control and supply, and provides training and guidance to laundry attendants.
- Prepares meals for youths in a juvenile detention facility. Assures that meals are prepared to scheduled meal times.
- Oversees the preparation of ingredients for regular and special diet foods in accordance to prescribed menus and recipes.
- Places orders daily with vendors for contracted food and supply items.
- Inspects food handling and storage procedures to insure compliance with sanitation standards.
- Oversees all food service activities on an assigned shift, to include assigning cooking instructions to other cooks, to juvenile detention youth assigned to assist with preparing scheduled meals.
- Provides food preparation, laundry and behavior instructions to detention youth assigned to assist with kitchen and laundry duties.
- Inspects cooks and detention youth reporting for duty to assure personal hygiene and proper attire.
- Conducts an inventory of knives, cleavers, and other utensils stored in the kitchen and laundry units at the end of each shift.
- Conducts periodic inspections of the kitchen facility and laundry for contraband and/or weapons.
- In absence of the Manager, provides direction and responds to questions in the course of meal preparation and laundry services in the event of unforeseen instances.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May provide training for cooks, laundry attendants and youth who are assisting in the kitchen or laundry units.
- Performs other related work duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of large/small volume, institutional food preparation, cooking in accordance to a regular schedule, cooking in accordance to health standards, high standards of sanitary and safety methods.
- Must have the knowledge of large volume cooking equipment, utensils and preparation.
- Must have the knowledge of laundry room operations, equipment, machinery, and safety procedures.
- Must have the skills to coordinate the preparation of meals on a large or small volume basis and coordinate laundry operations.
- Must have basic computer knowledge and the skills to operate Windows based software.
- Must have the ability to learn court policies, procedures, the rules and practices of operation for the kitchen and laundry facility.
- Must have the ability to learn Handle with Care, First Aid and CPR, develop good observation skills, and respond to emergency and safety incidences in a proficient manner.
- Must have the ability to communicate effectively with a variety of individuals including coworkers, vendors and detained youth.

MINIMUM REQUIREMENTS:

A High School Diploma or equivalent G.E.D. certificate and three years of progressively responsible experience in large-scale food preparation, such as banquet or buffet experience, or institutional food preparation. Some experience as a lead is desirable. Or the equivalent amount of experience, education and/or training as approved by human resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Duties will require standing, stooping, and lifting weight up to 50 pounds with constant exposure to temperature changes. The majority of duties will be performed while standing and walking within the kitchen facility.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Detention Support Services. The incumbent performs duties under general supervision and will have lead responsibilities over other kitchen staff assigned to assist with food preparation or laundry services.

Date: 09/22/2010
Revised: 05/15/2012; 09/08/13

Approved by: _____
Hiring Authority Date

Deputy Director, Human Resources Date