

JAIL COOK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for preparing and cooking a variety of food for inmates of the county jail. The work is performed under general supervision. Wide leeway is allowed in details of the work. Supervision is exercised over the work of jail inmates assigned to the kitchen. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares and cooks meat, fish, poultry, vegetables, cereals, desserts, salads and other food;

Bakes cakes, pies, rolls and a variety of pastries;

Cuts, cleans and dresses meat, fish and poultry;

Supervises the cleaning of the kitchen, including the washing of trays, pots and pans, steam tables, grills, ice boxes, freezers and floors and the removal of trash;

Supervises the proper storage of food; rotates food to ensure freshness;

Maintains an inventory of foods and supplies and prepares requisitions to replenish same;

Checks deliveries to ensure proper amount of merchandise received and that it is received in good condition;

Secures all kitchen equipment that could possibly be used as or made into weapons;

Keeps simple related records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods of preparing cooking and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of sanitary and safety precautions to be followed when preparing and cooking food; good knowledge of the use of cleaning materials and equipment; ability to plan with a view toward economy and efficiency in the use of supplies, equipment, employees and food; ability to follow oral and written instructions and recipes; ability to maintain simple records; ability to supervise the work of inmates and maintain order and discipline among them; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience in the preparation and cooking of food on a large scale.

ULSTER COUNTY
3720 JAIL COOK
Classification: Non-Competitive
Union: UCSEA

Adopted: November 18, 1980