

SENIOR INSTITUTIONAL COOK

DEFINITION

Under general supervision, to direct the work of inmates, wards and/or paid staff in the preparation, cooking, serving of meals and clean up of food service areas; to prepare, cook and serve large quantities of food; and to do other work as required.

CLASS CHARACTERISTICS

Senior Institutional Cooks are responsible for the preparation, cooking and serving of food on a shift at a County-operated institution. This includes the responsibility for supervising paid staff or directing the work of jail inmates or juvenile wards. It is the responsibility of the Senior Institutional Cook to see that meals are prepared and served on time and of good quality considering appearance and taste.

EXAMPLES OF DUTIES

1. Supervises the preparation, cooking and serving of food and the cleaning of dishes, equipment and food preparation areas.
2. Checks menu for items to be prepared; estimates number of person to be served; makes substitutions on the menu when foods indicated are unavailable; determines quantities of ingredients to be used for the number of servings to be prepared.
3. Instructs and oversees others in the preparation and cooking of soups, meats, fish, poultry, vegetables, desserts and other foods; personally cooks or prepares certain items; ensures that a good quality of food is prepared and served.
4. Assists in ordering, receiving, checking and storing foods and supplies.
5. Prepares records and reports; reports suspected violation of institutional rules and submits reports of inmate or juvenile ward violations of rules and regulations to a designated authority.
6. Inspects food preparation areas to see that sanitary procedures are observed and to ensure that proper techniques and procedures are being used by persons engaged in food service activities,
7. May perform meat cutting and baking duties.

MINIMUM QUALIFICATIONS

General Knowledge of

Practices, methods and equipment used in preparing, cooking and serving large quantities.

Common weights and measures used in cooking.

Food handlers' sanitation and safety practices.

Some Knowledge of

Basic principles of supervision.

Ability to

Supervise and train paid staff and/or oversee and train jail inmates or juvenile wards in the preparation, cooking and serving of food.

Direct the preparation of and/or prepare, large quantities of food.

Coordinate cooking processes so that meals are prepared and served on time.

Add, subtract, multiply and divide up to four digit numbers and fractions.

Read and understand recipes, instructions and labels.

Prepare records and reports.

Read, write, speak, comprehend and communicate in English.

Education/Experience

Considerable experience cooking food for a large number of persons or any equivalent combination of education or experience which provides the required knowledges and abilities.

PHYSICAL AND MENTAL REQUIREMENTS

Environmental Requirements

Ability to perform physical tasks such as lifting above shoulder level; lifting up to 50 pounds with frequent lifting and/or carrying of objects weighing over 25 pounds; bending, stooping, squatting, crawling, standing and/or walking for long periods of time; speak and hear well enough to communicate clearly and understandably in person and over the telephone.

Environmental Conditions

Frequent exposure to machinery, electrical appliances, fire, heat, cleaning chemicals, sudden temperature changes, slippery surfaces, and noise/vibration, steam/hot water and cramped areas.