

Code: 4361

Title: CORRECTIONS COOK

SUMMARY: Performs work in food production and service in a corrections/detention facility, performing volume cooking and preparation of regular and special diet foods according to prescribed menus and recipes; oversees inmates in food service work.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Responsible for volume cooking of entrees, baking and other preparation of regular and special diet food, by following established preparation procedures and presentation standards and making production adjustments as needed;

Assures that meals are prepared, properly portioned, delivered and served on schedule;

Checks quality and preparation by monitoring temperature and tasting foods before service;

Operates, monitors and performs operator-level maintenance of standard food service equipment including ovens, steamers, refrigeration, slicers and mixers, etc.;

Inspects food handling and storage procedures to insure compliance with sanitation standards;

Participates in the cleaning of food service areas, maintaining a safe and clean working environment by following organizational and regulatory sanitary procedures for the prevention of infection and food-borne disease;

Leads the work of corrections food service workers and inmates by making food preparation work assignments and ensuring compliance with preparation procedures and methods;

Maintains security, order and discipline of inmates by continually monitoring inmate behavior and removing agitators from the work place;

Trains less experienced food service employees and inmates in food preparation techniques, safety and sanitary measures including compliance with procedures for the prevention of infection and food-borne diseases, and the use, care and maintenance of equipment;

Secures and assures safe usage of knives, cleavers and other utensils stored in a locked cabinet;

Checks kitchen areas for contraband;

Accompanies inmates in meal delivery to separate jail facilities;

Provides input into the improvement of food production, service and sanitation procedures;

Provides input into recipe formulation and menu content;

Writes reports, following standard format, and may give verbal accounts of work area accidents and inmate misbehavior;

Answers food-related grievances from inmates by rectifying kitchen staff mistakes in meal preparation.

KNOWLEDGE & SKILLS:

Knowledge of:

- materials, methods and practices of institutional food service;
- standards of kitchen safety and sanitation;
- recipe formulation and menu content;
- techniques for restoring order among agitated inmates assigned to the food service section.

Skill in:

- large-scale food preparation, volume cooking and service of regular and special diets;
- reading, comprehending and following recipes;

- preparing wholesome, palatable meals with minimum waste;
- operating and maintaining food preparation equipment, kitchen implements and utensils;
- training and coordinating the work of employees and inmates engaged in the large-scale preparation of food;
- maintaining surveillance over the activities of inmates assigned to the food service section;
- communicating effectively, orally and in writing;
- writing standard incident reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of experience in large-scale food preparation*, one year of which must be in volume cooking.

(Experience applying food service sanitation regulations may substitute for up to one year of the food preparation experience.)

*Large-scale food preparation includes food preparation in an institutional setting, e.g., hospital, nursing home, corrections/detention facilities, school or industrial plant cafeterias, large full-service and fast-food restaurants, commercial cafeterias/buffets, hotel/convention banquet facilities, military feeding facilities (ashore or afloat) or similar mass-feeding or catering operations.

OR:

(2) Two years of experience with Pima County as a Food Service Worker II or Corrections Food Service Worker.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application.

Physical/Sensory Requirements: The ability to: lift and carry up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; properly wear required safety clothing and/or equipment; tolerate exposure to cleaning chemicals. Some positions within this classification may require the ability to react to physical confrontations and emergency situations quickly and effectively; work in confined spaces for prolonged periods of time; hear and understand speech and radio transmissions. Other physical and sensory abilities will be determined by position.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, satisfactory completion of a personal background investigation by law enforcement agencies is required.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.