

Code: 4362

Title: CORRECTIONS COOK - SENIOR

**SUMMARY:** This classification is responsible for leading, participating, training, and overseeing jail trustees or juvenile detainees assigned to the food service section of a correctional institution. It is distinguished from the Corrections Cook classification, which is responsible for the preparation of meals and volume cooking in a correctional institution. It is further distinguished from the Corrections Food Service Manager classification, which is responsible for planning, organizing and supervising the preparation and serving of food in a correctional institution.

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

Assigns work to cooks, jail trustees or juvenile detention detainees;  
Oversees the preparation of regular and special diet foods according to prescribed menus and recipes;  
Inventories food and supply items and recommends quantities to be ordered;  
Contacts vendors daily to place orders for contracted food and supply items;  
Inspects food handling and storage procedures to insure compliance with sanitation standards;  
Inventories knives, cleavers, and other utensils stored in the locked cabinets at the end of each shift;  
Assures that meals are prepared on schedule;  
Supervises all food service activities on an assigned shift;  
Checks kitchen area for contraband and weapons;  
Counsels jail trustees and detainees to avoid problems in the work area;  
Inspects cooks, jail trustees or juvenile detention detainees reporting for duty to assure personal hygiene and proper attire.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- large scale/quantity food preparation;
- supervisory techniques;
- sanitary methods used in food preparation and related service activities;
- security and custody procedures and practices;
- health regulations;
- the use and care of food service equipment.

Skill in:

- preparing wholesome, palatable meals with minimum waste;
- training and coordinating the work of employees engaged in the large-scale preparation of foods;
- maintaining surveillance over the activities of jail trustees or juvenile detention detainees assigned to the food service section and taking appropriate action when problems arise.

**MINIMUM QUALIFICATIONS:**

EITHER

(1) Three (3) years of progressively responsible skilled experience in large-scale\* institutional food preparation, and two (2) years of lead or supervisory experience (which may be concurrent with other required 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.

(Completion of course work 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)

OR

(2) Two (2) years of experience with Pima County as a Corrections Cook.

**OTHER REQUIREMENTS:**

**Physical/Sensory Requirements:** 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 and contact with inmates, all positions require satisfactory completion of a background investigation by law enforcement agencies.

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

Pima County

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