

# Rio Grande County

## Job Description

**Job Title:** Detentions Cook  
**Department:** Sheriff's Office  
**Reports to:** Sheriff/Undersheriff/Detentions Commander  
**FLSA Status:** Nonexempt  
**Prepared by:** Sheriff  
**Prepared Date:** Updated September 2021  
**Approved By:**  
**Approved Date:**

### **SUMMARY:**

Performs institutional cooking work involving the preparation of a large volume and variety of foods and desserts for 30 plus inmates and staff.

**ESSENTIAL FUNCTIONS:** Duties may include, but are not limited to the following as other duties may be assigned:

Compiles weekly menus, prepares and serves lunch and dinner.

Keeps daily meal log and number of meals served assisting in determining the cost per meal to stay within budget requirements.

Orders and receives supplies from different distributors/vendors on a weekly basis and rotates all supplies as received.

Operates, monitors, cleans, and maintains kitchen, equipment and overhead vents with assistance from trustees as required by state standards.

Follows standard recipes for preparation of food. Required to follow nutritional guidelines and obtain recipes for inmates with specific health problems and needs (e.g. diabetic recipes).

Performs related work as requested by supervisor.

Must follow the guidelines in washing, rinsing and sanitizing all equipment and food contact surfaces used in food preparation.

Leads, trains, assign duties, monitors inmate workers in a direct-contact environment; reports any concerns to Kitchen Supervisor or Jail Commander.

Supervises operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables.

Follows departmental policies and procedures.

Adheres to Laws, regulations, and policies governing the direction of food preparation.

Plans and prepares balanced meals from approved menus.

Plans cooking schedules so that the food will be ready at specified times.

Records meal counts.

Cleans kitchen including freezer, oven, storage room, etc.

Checks and receives weekly food delivery.

Supervises the measuring, cutting, and mixing of food quantities.

Checks for storage of food at proper temperature and refrigeration.

Supervises cleaning and sanitizing of kitchen equipment, counters, and appliances.

Performs basic computer activities in processing work orders, computing recipes, etc.

Subject to on call status as needed during peak activity seasons and may include weekends and holidays.

Performs related duties as business necessitates per RGSO policy and procedure 904.

#### **MINIMUM QUALIFICATIONS:**

Knowledge Of: Safe food handling

At least 2 years of food handling and/or training in food handling

Must have minimum dietary knowledge

Extensive background and drug testing

Supervisory Responsibilities: Supervision of trustees

## **EXPERIENCE AND EDUCATION**

Experience: Applicable experience may be considered by the Sheriff

## **SKILLS/ABILITIES**

Knowledge of food preparation techniques.

Exemplify leadership skills and order.

Knowledge of food service sanitation, food storage, and inventory procedures.

Ability to operate all kitchen equipment, ovens and food processing or other machines safely.

Ability to train others.

Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate inmate conduct.

Basic computer skills using MS Office and email.

Ability to detect hazards and correct problems to ensure a safe working environment.

Ability to enforce regulations with firmness, tact and impartiality while working with inmates.

Ability to communicate effectively verbally and in writing.

Ability to read and accurately interpret measurements and recipes.

Ability to read and take appropriate action with exposure to chemicals.

Education: High School Diploma or GED.

## **LICENSE OR CERTIFICATE**

Valid Colorado driver's license

ServSafe Food Handlers Certificate within 3 months of employment.

Food Manager Certificate within 1 Year, Mandatory

## **PHYSICAL REQUIREMENTS:**

Detect hazardous situations, write legible reports; use of hands and fingers to write, to utilize safety gear, ability to distinguish hazardous odors; must be able to lift equipment as necessary upward of 50 pounds and be able to pull or drag an additional 150 pounds.

Work Environment: While performing the duties of this job, The Employee is may be exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; precarious places; fumes or airborne particles; toxic or caustic chemicals; Exposed to cooking and baking services.