

**NORTHAMPTON COUNTY SHERIFF DEPARTMENT
POSITION DESCRIPTION**

**TITLE: EASTERN SHORE REGIONAL JAIL COOK
Non Exempt**

Revised July 28, 2016

GENERAL DESCRIPTION

Performs professional culinary duties in an Adult Correctional facility food service section; Interfaces with Local, County, State and Federal individuals and agencies on a regular basis; manages ESRJ food service inmate workers; Work is performed under the general supervision of the Cook Supervisor.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs food service, clerical and manual work needed to effectively maintain the ESRJ food service operations in compliance with all applicable procedures.

Comprehensive knowledge of the Department of Corrections Minimum Standards and Local Jails and Locks ups and the Virginia Health Department Regulations and maintain compliance.

Monitor inmate workers to optimize productivity and issue assignments in accordance with the ESRJ policy and procedures.

Monitor inmate workers to ensure they are adhering to all policies and procedures.

Ensure that all logs and reports are in compliance with Regional Jail policy, Virginia State codes, Federal laws, DOC standards and Virginia Department of Health Regulations.

Maintains accountability of all equipment and inmates assigned and conducts inventories and physical counts of person, equipment, and supplies.

Prepares, distributes and serves meals under sanitary conditions; performs duties such as washing and cutting vegetables, defrosting frozen foods, opening cans, cooking, baking, etc.

Observes and enforces security procedures; assesses the attitude and temperament of inmates; reports disciplinary and security problems to ESRJ security staff.

Performs and Assigns routine sanitation assignments to maintain sanitary conditions in accordance with Virginia Health Department requirements.

Ensure daily inspections that the kitchen area is maintained in a clean, secure and sanitary manner.

Have thorough working knowledge of the Emergency Procedures (escapes, fire evacuation, disturbances, etc.) and known safe zones and routes in which to exit the building in an emergency.

Responsible for current certifications in SAFSERV.

Reviews menus and interprets recipes, modified diet plans and proper portion control in accordance with approved policy.

KNOWLEDGE- SKILLS AND ABILITIES

Knowledge of requisition and inventory records ; of food service operations; of food preparation and modified diets; of safety hazards and precautions; of proper sanitation methods; of food storage methods; of menu planning and recipe interpretation; of standard cooking weights and measures and of the principles of training. Ability is required to interpret and prepare special dietary menus and menu instructions; to establish and maintain effective working relationships with others; to give and follow oral and written instructions and to organize and supervise the work of others. Ability to establish and maintain First Aid, CPR and AED certifications.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school; experience working in culinary arts or a similar field and one year experience in a commercial or institutional food service environment.

PHYSICAL REQUIREMENTS

This is medium to heavy work requiring the exertions of force including but not limited to, standing and walking for long periods of time, picking up and moving heavy objects, climbing stairs and ladders, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motion; use of physical force and deployment of force equipment as needed; effective vocal communication, hearing and vision is required. Regular exposure to pretrial and post- conviction inmates make position susceptible to violent and unpredictable behavior.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.