

JOB DESCRIPTION PART-TIME COOK

I. STATEMENT

Food Service staff will be responsible for meal preparation, maintenance, clerical duties, as well as supervising residents. The Head of Food Service will have the additional primary responsibilities as described herein. All Staff will perform any other duties deemed to be in the best interests of residents by the Supervisor, Administrator or Judge.

II. QUALIFICATIONS

- A. High School Diploma or equivalent – credentials as dietician preferred,
- B. Experience in quantity or commercial food preparation,
- C. Must have knowledge and skill to meet all applicable standards for food preparation,
- D. Possess and exhibit high standards of personal cleanliness and hygiene (wear clean white apron; wear hairnet/caps – supplied by employer,)
- E. Knowledge of applicable sanitation and health codes,
- F. Must be able to supervise delinquent and emotionally disturbed adolescents,
- G. Must be able to work with other staff, supervisors and suppliers,
- H. Must be willing to work irregular hours according to needs of Food Service,
- I. Must be in good physical condition to lift boxes and milk crates,
- J. Must be able to ensure and maintain security.

III. RESPONSIBILITIES OF ALL FOOD SERVICE STAFF

- A. Meal Preparation: Meals are nutritionally balanced, well-planned, and prepared and served in a manner that meets established governmental health and safety codes.
 - 1. Dietary Standards on the following areas must be met in order to assure a nutritionally adequate diet:
 - a. Portion control,
 - b. Nutrition,
 - c. Calories,
 - d. Eye appeal,
 - e. Warm meals.
 - 2. Special meals/diets should be prepared and served according to written orders of the responsible health authority.
 - 3. Three meals a day are to be prepared on time and at reasonable cost.
- B. Meal Service: Staff must serve three meals at regular times during each twenty-four hour period. In order to meet this requirement, it may become necessary to seek staff to volunteer for overtime. Absent volunteers for overtime, a supervisor may require overtime duty of staff in order to meet meal service standards.

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- C. Supervision of Residents: In order to help instill the work ethic, residents will help with meal preparations and gain:
 - 1. Work experience,
 - 2. Pride in achievement,
 - 3. Constructive use of time,
 - 4. Ability to follow directions,
 - 5. Ability to work with people,
 - 6. School credit where applicable.
- D. Maintenance and Cleaning: All health and sanitation codes must be strictly followed to ensure health and welfare of juveniles and staff. In order to assure compliance, staff will:
 - 1. Maintain all applicable health/sanitation codes and standards,
 - 2. Store all food per applicable standards to ensure sanitation, freshness and quality,
 - 3. Develop, implement and revise maintenance schedule,
 - 4. Supervise residents in cleaning and dispense materials needed for maintenance,
 - 5. Immediately notify Supervisor of any damage or malfunction.
- E. Reports: Staff must prepare all reports required by Court policy or other agencies, e.g. an Incident Report, etc.
- F. Participate in required annual training per Department of Youth Services.