

JOB TITLE: Cook

Acworth Police Department

JOB SUMMARY: This position is responsible for preparing meals for city inmates

**MAJOR DUTIES:**

- Prepares meals for the inmate population.
- Performs other related duties as assigned.
- Prepares medical and special diets as directed.
- Prepares a variety of fruits, vegetables, meats, fish, and fowl as directed by the approved menu approved by a dietitian.
- Ensures the proper storage of all raw foods; monitors freezer and cooler temperatures.
- Oversees the washing of pots, pans, dishes, and utensils.
- Maintains menus as approved by the dietitian, recipes, and other kitchen records.
- Monitors inmate labor assigned to work in the kitchen.
- Prepares and submits a weekly list of needed supplies; orders food and kitchen supplies.
- Cleans and sanitizes food preparation and serving areas.
- Complies with all federal, state, and local laws related to food storage and preparation.
- Maintains records of meals served, including number of meals prepared, ingredients used, and beverages consumed.
- Prepares food for meetings as necessary.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Skill in oral and written communication. Knowledge of basic nutrition principles.
- Knowledge of state regulations regarding food preparation and sanitation.
- Knowledge of general cooking practices.
- Skill in preparing meals in an attractive and sanitary manner.
- Skill in the operation of such kitchen tools and equipment as ovens, ranges, mixers, can openers, and knives.
- Skill in performing mathematical calculations.
- Skill in reading recipes and measuring ingredients.
- Skill in maintaining a clean work area.
- Skill in preparing meals on a large scale.

**SUPERVISORY CONTROLS:**

The Sergeant– Jail Administer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES:

Guidelines include state and county health and safety regulations, established practices, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in preparing meals.

## SCOPE AND EFFECT:

The purpose of this position is to prepare meals for inmates. Successful performance helps ensure good nutrition for the inmate population.

## PERSONAL CONTACTS:

Contacts are typically with co-workers, inmates, community service workers, and other jail personnel.

## PURPOSE OF CONTACTS:

Contacts are typically to exchange information and provide services.

## PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

## WORK ENVIRONMENT:

The work is typically performed in a kitchen. The employee is exposed to noise, grease, machinery with moving parts, and irritating chemicals. The work may require the use of protective devices such as masks, goggles, or gloves.

## MINIMUM QUALIFICATIONS:

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

*The Acworth Police Detention Center is accepting applications for permanent part-time food service/cook 16 hours per week. Ability to work weekends is a must. Applicants can print applications online at [www.acworth.org](http://www.acworth.org) or contact Sgt. J. Agosto at 770-974-1232 ext 1102*