

GENESEE COUNTY

COOK MANAGER - JAIL

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economical preparation and service of nutritious meals in a correctional facility. An employee in this class has immediate charge of all food service activities in a facility preparing and serving three major meals a day. Works under the general supervision of the Chief Deputy-Jail. Menu planning, purchasing and general procedures are responsibilities of this position. Incumbent has considerable responsibility for the exercise of independent judgment in assigning subordinates and supervising detailed methods of food preparation. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Plans daily menus for the inmate population of the Genesee County jail;
Orders necessary food for menus as planned;
Supervises and participates in the preparation and serving of food in order to achieve the most efficient and economical usage of food;
Supervises the cleaning of utensils and equipment, and kitchen serving areas;
Assists in the training of subordinates;
Keeps simple records on food and supplies received and used and employees' working hours;
Requisitions and receives food from central supply room or directly from vendors;
Records and deposits all cash received from meals;
May supervise the operation of the jail laundry.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of approved methods of preparing food in large quantity; thorough knowledge of kitchen sanitation and food preservation methods and precautions; thorough knowledge of quantity food preparation equipment; working knowledge of nutritional values in foods; a high degree of skill in cooking and baking; ability to keep simple records and submit reports; ability to supervise and train subordinates; ability to carry out oral and written directions and menus; resourcefulness; good observation skills; reliability.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to stand and sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and employee will be working around hot ovens and heating elements as well as sharp implements and other items usually used in a food preparation area.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- (A) Possession of an Associate Degree in Applied Science issued after completion of a two-year course in a technical institute management,

OR:

- (B) Two (2) years of experience in the preparation of food in large quantities and graduation from a standard grade school course; or possession of an associate degree in applied science issued after completion of a two-year course in a technical institute management,

OR:

- (C) Any equivalent combination of training and experience as outline above.

Pending Classification

5/6/99

Adopted Non-Competitive Class

10/24/00

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.