

LEE COUNTY SHERIFFS OFFICE
Job Description

Job Title: PART TIME COOK

Department: JAIL

Reports to: Jail Administrator/Sheriff

SUMMARY:

The individual is responsible for preparing meals for a maximum of 100 people

SUPERVISION RECEIVED

Works under the general supervision of the Jail Administrator.

SUPERVISION EXERCISED

Minimal

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Prepare meals and oversee the preparation of a variety of foods and special diets from approved menus in quantities according to the number of persons to be served
2. Serves food on individual trays and place on food carts for distribution and organize work flow to meet mealtime schedules.
3. Order supplies, organize storage and keep records.
4. Keep kitchen area and utensils clean and maintain

Note: The duties listed above are intended only as illustrations of the various types of work that may be 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 and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

A high school diploma or equivalent is required and individual must be 21 years or older. This individual requires a working knowledge of cooking with experience cooking for large groups.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain a food handlers permit.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Read, write and understand English

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to reason recipes and quantity amounts.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel, and be able to talk and hear, taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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.

This position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee is regularly exposed to highly precarious places. It is located inside the security area of the jail, with convicted felons in close contact. The employee is exposed to moving mechanical parts, fumes, constant heat of a working kitchen, airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually high.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.