

Class Code: 4520
Revised: 02/05/03
Reviewed: 8/30/2019

COOK

PURPOSE AND NATURE OF WORK

Position is responsible for the food service functions of the Juvenile Detention Home. Work involves planning, purchasing and preparing meals for detainees. The incumbent of this position works independently under the direction of the Juvenile Detention Home Operations Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares and serves well-balanced meals and snacks for juveniles daily, in accordance with health regulations and School Food Service rules. Keeps records of what was prepared and served for School Food Service reports. Plans menus for all meals at least two weeks in advance. Maintains inventory of food supplies. Solicits bids for groceries and makes purchases. Maintains cleanliness of kitchen, equipment, and utensils.
Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of methods and materials used in food preparation.
Knowledge of School Food Service rules and applicable health regulations.
Ability to plan healthy, nutritious meals.
Ability to prepare meals for a large group of people.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent, and experience in preparing meals for large groups in an institutional setting; or any equivalent combination of training and experience.