



## CLASS SPECIFICATION

Class Code: 60002242  
Date Established: 07/1973  
Last Reviewed: 10/2024  
Last Revised: 10/2024  
Last Title Change: 06/1982  
FLSA: non-exempt  
Probation: 6 months

### JAIL COOK

#### **DEFINITION**

Under supervision, coordinates the preparation of meals for inmates of the Washoe County Detention Center; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of cooking experience in a commercial kitchen OR equivalent training and experience.

#### **LICENSE OR CERTIFICATE**

ServSafe class will be provided to the incumbent prior to the end of the probationary period. ServSafe Certification must be obtained and maintained for continuous employment in this classification.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Food Manager as it does not exercise direct supervision of employees. This classification provides direction to inmate workers who are assigned to kitchen help and ensures proper food preparation by inmate workers.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepare, cook and serve nutritional meals for detention center inmates.

Oversee the security, sanitation and maintenance of the kitchen and equipment; inform the Food Manager of problems concerning equipment and supplies; order food and cleaning supplies and monitor inventory.

Work with the Food Manager on product quality and quantity.

Calculate the amount of food to be prepared for each meal; supervise the measuring, cutting, and mixing of food quantities; observe and taste food being cooked and add ingredients or seasonings to improve flavor and texture; plan cooking schedules so that the food will be ready at specified times.

Receive, store, label and rotate food and supplies to ensure freshness and minimize spoilage and waste; check for storage of food at proper temperature and refrigeration.

Assemble and supervise preparation of main dishes such as vegetables, meats, fish, fowl, and soups for large numbers of diners, ensuring that proper quantities, supplies, and equipment are available for recipes and production menus.

Supervise operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables; supervise cleaning and sanitizing of kitchen equipment, counters, and appliances.

Supervise, train, and direct the work of inmates assigned to the kitchen to ensure proper cooking and sanitation procedures; counsel inmates on work performance/attitude and prepare written reports of inmates' behavior for Detention Center authorities.

Ensure that inmates perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

In the absence of the Supply Specialist, perform a variety of storekeeping and inventory duties; receives, inventories, stocks and distributes a variety of materials and supplies associated with assigned department; and performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Departmental/division policies and procedures.

Laws, regulations, and policies governing the direction of inmate workers in a detention facility.

Computer software specific to the department/division.

Security procedures when directing inmate workers.

Inventory control methods and procedures.

### **Ability to:**

Oversee and direct inmates, including training, assigning and reviewing work, and writing reports of inmates' behaviors.

Plan, coordinate and direct food preparation to accomplish established goals and objectives and optimize efficiency for the entire Food Services division, regardless of assigned shift.

Implement work methods and procedures that promote a safe working environment and ensure proper inmate training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Techniques and methods used in quantity food preparation.

Grilling, frying, baking, broiling and steam equipment and service procedures.

American Dietitian Association, state and federal regulations governing quantity food preparation.

Proper kitchen sanitation methods and procedures.

Equipment and utensils used in the preparation, cooking and serving of food.

Principles and practices of work direction, coordination, and training.

Methods for the safe handling and storage of commercial cleaning solvents.

**Ability to:**

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Prepare and serve food in large quantities.

Coordinate the work of cooking preparation to produce the required food at a specified time.

Understand and follow recipes.

Use kitchen equipment including blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens and steam tables.

Interpret and apply regulations, policies, and procedures.

Develop and maintain a variety records and reports.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.*

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to work on slippery surfaces. Ability to lift and move objects weighing up to 50 lbs. Ability to work under conditions involving exposure to steam, heat, noise, and chemicals.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*