



CALDWELL COUNTY

Job Description

Job Title: Kitchen Assistant (Cook)
Department: Sheriff's Office
Location: Lockhart, Texas

Salary: \$44,053.00
FLSA Status: Non-Exempt
Prepared by: Human Resources Dept.

***Applications will be accepted until the position is filled.**

***All Sheriff applications must be turned in at 1204 Reed Dr., Lockhart, TX 78644. (In Person)**

SUMMARY

Under supervision, the Kitchen Assistant provides direct supervision of the inmates as well as some staff members in the preparation of meals for the jail facility and provides guidance and direction. The work involves treating a variety of problems and situations. The product of the employee's work affects the operation of the department, which may include the well-being of persons that are not employed in the department.

SUPERVISION RECEIVED

Works under the general supervision of the Sheriff, Chief Deputy, Senior Jail Administration as well as the Food Service Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises inmates.
- Cooks the food with inmate assistance.
- Cleans the cooking utensils and other items used in the preparation of the meals.
- Assures the temperature of the refrigerator and freezer remains at the appropriate levels.
- Supervises the cleaning of the kitchen and assures that the kitchen is cleaned properly and in accordance with Health Department standards.
- Checks equipment to assure cleanliness, operability and whether routine maintenance is being performed.
- Contacts supervisor for the appropriate vendor to be notified for maintenance/repair.

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 management.

SUPERVISORY RESPONSIBILITIES

The Kitchen Assistant is required to satisfactorily perform the above duties. The employee is responsible to supervise a group of inmates in the preparation of meals for the entire jail population which involves some unusual oversight responsibilities since there are items, which could be used as weapons, which are inventoried regularly.

MANDATORY QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the principle and practices of institutional cooking.
- Knowledge of the principles and practices of supervision.
- Knowledge of the Caldwell County Health Codes.
- Knowledge of special precautions necessary to operate a full service kitchen with inmate assistance.
- Skill in planning and preparing meals for large numbers of people (i.e. more than 100 at a time).
- Skill in workload organization to enable all functions to be completed on time.
- Skill in oral and written communications.

EDUCATION and/or EXPERIENCE

High School Diploma or higher; Requires 3 years of institutional food services experience.

OTHER QUALIFICATIONS, CERTIFICATES, LICENSES, REGISTRATIONS

Food handlers permit from the County Health Department.

OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, word, excel), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand for ninety (90%) of the work shift providing guidance and direction to subordinates. The employee may be required on rare occasions to move objects weighing up to 100 pounds (i.e. flour sacks).

WORK ENVIRONMENT

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

While performing the duties of this job, the incumbent regularly works in an institutional kitchen supervising inmates of the institution whose behavior occasionally may be threatening. The employee must keep constant awareness.

SELECTION GUIDELINES

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

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.