

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Sheriff's Office	Unit:	Law Enforcement
Name:		Position Title:	Cook
Class Title:	Corrections Cook	Class Number:	41161

Dept./Div.:	Jail	Civil Service Status:	Classified
Reports To:	Head Cook	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or experience in food service or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Serve Safe I & II

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Food processor, grill, oven, mixer, steamer, steam kettle, meat slicer, stove.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to toxic, caustic or hazardous substances; contact with potentially violent or emotionally distraught persons; exposure to bodily waste, tissue or fluids.

Periodic - Exposure to constant or intermittent loud noise.

Frequent - Exposure to extreme non-weather related heat or cold.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency: Sheriff's Office	Unit: Law Enforcement
Name:	Position Title: Cook
Class Title: Corrections Cook	Class Number:
Supervisor's Title: Head Cook	Class Number: 41161

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

- 80% (1) Prepares food according to menus and standard recipes (e.g., cooks meat, fish, fowl, vegetables and soups); tests cooked food to determine if properly cooked and seasoned.
- (1) **Knowledge of:** (a)*; (b)*; (c).
Skill in: (f); (g).
Ability to: (h); (i); (j); (k); (l).
- 15% (1) Cleans and disinfects work areas of jail; performs minor routine maintenance on kitchen equipment.
- (2) **Knowledge of:** (a); (c); (d);
Skill in:
Ability to: (h); (j); (k); (l).
- 5% (3) Assists in planning menus; purchasing foodstuffs, serving meals and preparing food cost reports as required.
- (3) **Knowledge of:** (a)*; (b)*; (c); (e).
Skill in: (f); (g).
Ability to: (h); (i); (j); (k); (l).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required

SANDUSKY COUNTY CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency: Sheriff's Office

Unit: Law Enforcement

Name:

Position Title: Cook

Class Title: Corrections Cook

Class Number: 41161

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) jail food service rules*; (c) safety practices and procedures; (d) custodial methods and techniques; (e) purchasing.

Skill in: (f) cooking; (g) baking.

Ability to: (h) carry out instructions in written, oral or picture form; (i) add, subtract, multiply and divide whole numbers; (j) communicate effectively; (k) develop and maintain effective working relationships; (l) demonstrate ability to lift up to 25 pounds.