

## Franklin County Position Description

**Position Title:** Cook

**Department:** Corrections

**FLSA Status:** Nonexempt

**Reports to:** Food Services Supervisor

**Effective Date:** March 2023

### **Job Summary:**

*Under the supervision of the Cook Supervisor, responsible for preparing food in accordance with standardized recipes, planned menus, and special diet orders. The Cook is classified as an essential employee and is required to work during authorized work closings.*

### **Essential Job Functions:**

- Performs tasks as required by the profession, including cooking meat and vegetables, salad preparation, sandwich making, cooking eggs, yeast and quick breads, baking, and other related tasks required to prepare food items as designated on the menu.
- Assures that dietary procedures are followed in accordance with established dietary policies.
- Prepares food in accordance with sanitary regulations as well as established dietary policies and procedures.
- Prepares food in accordance with established portion control procedures.
- Ensures special diet orders and special requests are finished and prepared in accordance with orders.
- Assures that proper temperature of hot and cold food items are reached and maintained during serving hours by following proper serving techniques in accordance with established policies and procedures.
- Assists in food preparation for special County functions.
- Operates, maintains, and cleans food service equipment such as mixers, scales, ovens, ranges, etc.; regulates temperature controls as necessary; ensures that all equipment is turned off when not in use.
- Maintains proper dress code, hygiene and sanitation techniques in the food preparation and distribution areas, and keeps work areas, equipment, supplies, etc. clean, dry, and free of hazardous spillage, etc.
- Ensures that proper safety procedures are always followed.
- Tracks inventory and orders staple and non-staple food, supplies, etc.
- Makes authorized substitutions to the menu.

**Other Duties and Responsibilities:**

- Promotes and maintains responsive community relations.
- Performs other duties as required.

**Required Knowledge/Skills/Abilities:**

- *Must wear appropriate washable uniforms and slip resistant footwear.*
- *Knowledge of proper hygiene and sanitation techniques for food preparation and distribution.*
- *Knowledge of food portion control procedures.*
- *Ability to adapt recipes to meet the needs of modified diets.*
- *Ability to cook a variety of foods in large quantities.*
- *Ability to follow oral and written directions.*
- *Ability to seek out new methods and principles and be willing to incorporate them into existing practices.*
- *Ability to work harmoniously within a team environment.*

**Education and Experience:**

- *Duties require knowledge of food preparation and distribution equivalent to completion of a high school diploma plus additional courses from a two-year college or technical school and up to one year of related experience, or equivalent combination of education and experience.*
- *Serve Safe certification preferred.*

| Physical Requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Percentage of Work Time Spent on Activity |          |          |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------|----------|----------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0-24                                      | 25-49    | 50-74    | 75-100   |
| <i>Seeing: Must be able to read computer screens and reports.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>x</b>                                  |          |          |          |
| <i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                           | <b>x</b> |          |          |
| <i>Standing/Walking: Must be able to move about the department.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                           |          |          | <b>x</b> |
| <i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                           |          |          | <b>x</b> |
| <i>Lifting/Pulling/Pushing: Must be able to lift up to 50 pounds.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                           |          |          | <b>x</b> |
| <i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |          | <b>x</b> |          |
| <p><i>Working Conditions: Normal working conditions absent extreme factors.</i></p> <p><i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.</i></p> |                                           |          |          |          |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***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.***

***Approval Signatures:***

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton