

## COOK-MANAGER (County Jail)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the preparation and cooking of meals for inmates and employees of the County Jail. The work is performed under general supervision. Supervision is exercised over the work of inmate trustees assigned to kitchen and housekeeping duties. A Cook-Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises and participates in the preparation and serving of food;
- Determines amounts of food to be prepared based on facility population;
- Oversees the storage and care of foods and supplies;
- Oversees and assists in cleaning of equipment, the kitchen, and adjacent areas;
- Orders food and supplies and maintains records of food and supplies received and used;
- Instructs inmate trustees in methods and techniques of large-scale food preparation;
- May assist in the preparation of menus;
- Supervises and participates in housekeeping activities;
- Oversees the laundering of jail property and clothing;
- Oversees inmates in jail in accordance with established policies, regulations, and procedures;
- Observes conduct and behavior of inmates for evidence of unsatisfactory attitudes or adjustments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of accepted methods of large-scale food preparation; working knowledge of the nutritional values of foods; ability to accurately plan and prepare adequate large-scale meals without undue waste for a constantly fluctuation inmate population; ability to deal with inmates firmly yet courteously; ability to plan and supervise the work of inmates; ability to maintain basic records and reports; ability to understand and carry out oral and written directions; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in foods and nutrition, dietary or nutrition technology, food service administration or management, or related field;

OR

B.) Two years of experience in the large-scale preparation of food.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/21/82  
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