

## CORRECTIONS CHIEF COOK

### KIND OF WORK

Directs the cooking operation in a large correctional institution.

### NATURE AND PURPOSE

An employee in this class carries final functional responsibility for all food prepared for a particular shift in a large institution. May include the requisition and distribution of food supplies. In conjunction with a dietitian, food service manager and other food service specialities, assists with the preparation of menus. Supervision is received from the dietitian on technical aspects of foods and special diets, from the senior security officer on security matters and from the assistant institution administrator when acting as food service manager.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and directs the preparation of food for one shift for a large institution.

Requisitions, receives and distributes a portion of the food supplies, keeps necessary records.

Plans and supervises the preparation and storing of foods for future use (such as weekends and holidays when all functions are not operating).

Instructs and assigns inmates and employees in the culinary department, the serving line and dining room.

Coordinates the maintenance of kitchen equipment contacting the appropriate engineering and maintenance staff for repairs and maintenance. Keeps security items in the institution armory.

Assists in the planning of the menu having primary responsibility for the end product in the absence of the food service manager and/or the dietitian.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern principles and practices of large-scale food preparation.

Thorough knowledge of materials, methods and equipment used in preparing food on a large scale.

Thorough knowledge of food values, costs and accounts and substitution possibilities in emergencies.

Thorough knowledge of health and safety principles and practices involved in large-scale operation.

Ability to:

Plan and coordinate the work of a number of employees and inmates in varied operations in the preparation and service of food.

Estimate food needs in advance and to keep consumption and stock records.

Anticipate and guard against ethnic objections to certain foods.

Anticipate and guard against security problems related to food items (flavorings containing alcohol, seasonings with mood modifying potential, yeast, dried fruits and juices with fermentation potential).

Maintain a physically secure work area.

Maintain discipline, write behavior and progress reports.

Est.: 7/81T.C.:

Rev.:

Ckd.: 10/91

Former Title(s):