

COOK IV

DISTINGUISHING FEATURES OF THE CLASS: This is food service work involving responsibility for overseeing and participating in the preparation and cooking of food served to inmates in the Rockland County Jail. The work differs from that of a Cook III in the independence of decision making, in the complexity of assignments, and in the direction of inmates assigned to assist with food services. The work is performed under the direction of the Chief of Corrections or his/her designee, and supervision is provided to food service staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the preparation, cooking and serving of food;
Oversees the cleaning of the kitchen and associated equipment;
Supervises the storage and care of food;
Schedules staff and prepares daily work assignments;
Directs the daily activities of staff;
Supervises the activities of inmates assigned to assist with food service to ensure work is completed efficiently and in accordance with food preparation policies and procedures;
Oversees and ensures compliance with New York State and local sanitary codes and standards regarding food preparation and storage;
Oversees the maintenance of existing kitchen equipment and makes recommendations for the purchase of new kitchen equipment;
Maintains a variety of records and reports (employees' time, food received and used, etc.);
May conduct staff meetings and provide in-service training as needed;
May order food and assist in the planning of menus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of large-scale food storage, preparation, cooking and serving techniques; thorough knowledge of supervisory techniques especially as it involves the coordination of food services in a correctional facility; good knowledge of modern cooking utensils, appliances and equipment; ability to use supplies, equipment and foods efficiently; ability to direct the work of inmates assigned to food services*; ability to understand and carry out oral and written directions; ability to maintain basic records and write reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of large-scale cooking experience which involved the supervision of other cooking personnel in day-to-day operations, at least one (1) year of which must have been in a correctional facility (i.e. prison or jail), or at least two (2) years of which must have been in a public** or institutional dining facility.

PROMOTION: Two (2) years of permanent status as a Cook III.

*To be demonstrated during the probationary period.

**Public dining facility shall be defined as any meal or food preparation in a public setting (i.e. restaurant, shopping mall, etc.).

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Non-competitive