



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Cook – Jail

Opening Date: April 29, 2016

Closing Date: Until Filled

Salary: \$27,054

Department: County Jail/Kitchen

Location: St. Joseph County Jail

Description:

This position is full-time, non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

Incumbent serves as Cook for the St. Joseph County Jail, responsible for general kitchen operations, meal preparation, and supervision of inmate trustees.

Hours: 3:00am to 11:00am

**Shift Times: Rotating Schedule
(6 days on then 3 days off)**

Essential Functions:

Supervises assigned trustees, including making work assignments and providing training and corrective instruction.

Plans, prepares and serves meals to detainees of the facility according to established menus and schedules. Performs prep work for the next day's meals.

Plans and prepares special meals for detainees with unique dietary needs as required. Prepares meals for kitchen staff and guards.

Secures meal counts from jail guards and supervises cart loading. Properly stores leftover meals.

Checks coolers, storage areas and work stations constantly. Checks in delivery trucks and supervises trustees while putting products away.

Ensures the cleanliness of kitchen areas and cooking utensils, and sanitation of counter areas and floor. Ensures trash is properly disposed of.

Maintains accurate files and paperwork for each day. Performs related duties as assigned.

Qualifications:

High school diploma or GED.

Must be at least 21 years of age.

Possession of or ability to obtain Food Handler certification.

Knowledge of the principles of proper nutrition and sanitary food preparation, and ability to apply such knowledge to the preparation of large quantities of food.

Equal Opportunity Employer

Knowledge of safety precautions and use of various hand and/or power tools and equipment, including screw drivers, mop, broom, vegetable chopper, meat slicer, convection ovens, steamers, food processor, skillets, and kettles.

Ability to supervise assigned trustees, including making work assignments and providing training and corrective instruction. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Ability to effectively communicate orally and in writing with co-workers, trustees, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment. Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form. Ability to plan and layout assigned work projects and prepare detailed reports.
Ability to apply knowledge of people and locations.

Ability to regularly work evenings and weekends.

Apply online at www.stjosephcountyindiana.com