

JOB TITLE: Food Service Worker

SD/21

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for preparing and serving meals at the county detention center.

MAJOR DUTIES:

- o Supervises inmates involved in food preparation duties.
- o Maintains and develops vendor agreements; orders food items from vendors; inspects products as delivered by vendors.
- o Prepares and serves meals to inmates; cooks meats, vegetables and other foods in accordance with menu and gets food ready to be served.
- o Operates standard cooking equipment, such as ranges, mixers, food choppers and refrigerators.
- o Places dishes, pots, and pans in dishwasher; washes dishes as necessary.
- o Sweeps and mops floors.
- o Assists with ordering food.
- o Receives and stocks food deliveries.
- o Assists with the cleaning and maintenance of the facility as needed; identifies maintenance problems.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of Detention Center operations.
- o Knowledge of meal-planning practices and nutritional requirements.
- o Knowledge of safety and hygiene principles and practices related to meal preparation.
- o Skill in calculating proper food quantities and servings for large groups.
- o Skill in planning and preparing meals.
- o Skill in the use of standard and specialized kitchen equipment.

- o Skill in the supervision of inmates.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Detention Center Administrator assigns work in terms of somewhat general instructions. Completed work is spot-checked for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances, Health Department policies, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related meal preparation duties.

SCOPE AND EFFECT: The purpose of this position is to plan and provide meals for inmates housed at the detention facility. Successful performance helps ensure the provision of nutritious and well-balanced meals to inmates.

PERSONAL CONTACTS: Contacts are typically with co-workers, inmates, Health Department inspectors, and vendors.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed in a kitchen. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work may require the use of protective devices such as hairnets and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over inmate assistants.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o No experience requirements.