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| Position | Cook |
| Department | Juvenile Detention Center |
| Supervisor | Food Services Coordinator |
| Supervises | No One |
| FLSA Status | Non-Exempt |

**Position Summary:**

The Cook performs food preparation tasks, and is responsible for the Food Service Area in the absence of the Food Services Coordinator.

**Duties and Responsibilities:**

1. Cooks and prepares daily meals.
2. Follows required menu plans.
3. Maintains and cleans Food Service Areas, equipment, utensils, and dishes.
4. Operates kitchen equipment.
5. Monitors food storage area for correct temperature control, as assigned.
6. Maintains an accurate count of all utensils, dishes, and equipment.
7. Documents number of meals served, as assigned.
8. Documents all food usage.
9. Serves Facility meals.
10. Delivers Resident meals, as needed.
11. Receives food service deliveries.
12. Assists in maintaining strict inventory control.
13. Completes required forms.
14. Performs other related job duties, as assigned.

**Education and Experience:**

1. Technical school certification in food service (preferred).
2. Two years’ experience in institutional or large scale food preparation or an equivalent combination of training and experience which provides the capabilities to perform the prescribed duties.

**Requirements:**

1. Valid Oklahoma Driver’s license, preferred.
2. Must be able to work flexible hours.
3. Must have food handler’s permit.
4. Must wear proper hair coverings.
5. At least 21years of age.
6. Must be insurable.
7. Must be able to pass a pre-employment drug screen, OSBI background check, and physical.
8. Must be able to lift up to 50 pounds.
9. Must be able to stand for long periods of time.

Employee's Signature Date

Supervisor’s Signature Date