

Job Advertisement:

Job Title: Detention Cook (Part-Time)

Opening Date: September 1, 2023

Closing Date: Until Filled

General Summary:

Under the immediate supervision of the Kitchen Coordinator, Assistant Director and Director. The Detention Cook is responsible for meal preparation and overall management of the kitchen.

Essential Job Functions:

- Prepare nutritious meals in a timely manner.
- Order food supplies and maintain accurate monthly inventory as required by U.S.D.A. guidelines.
- Prepare monthly menus, which meet adolescent nutritional needs as mandated by U.S.D.A. requirements and recommended by a licensed dietician.
- Assure food supplies are properly stored in acceptable containers, which are correctly labeled.
- Maintain good hygiene practices and wear clean clothes, gloves and hair restraints.
- Insures that the kitchen is kept clean and sanitary. Maintain clean sanitary dustless kitchen and storage area.
- Performs other related job duties as assigned by the Associate Director of Special Operations.
- Maintain accurate count of number of meals served and number of children and/or staff served.
- Maintain accurate U.S.D.A. records.
- Ensure all duties are completed as per Food Service Policy and Procedure.
- Insures compliance with the regulations of the National School Lunch Program and Special Breakfast Program.
- Performs other related duties as administratively assigned.

General Qualification Guidelines:

Experience, Education and General Qualifications

A High School diploma or its equivalent; must be 21 years of age or older, successfully pass physical, urinalysis and through background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Able to pass the Texas Food Handlers Certification course.

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

Knowledge, Skills and Abilities

- Knowledge of overall operation of a kitchen including food preparation, food storage, food purchasing, menu planning and kitchen sanitation procedures. Knowledge of the daily nutritional requirements of children and the ability to prepare the proper amount of food for the number of meals requested.

Registration, Certification or Licensure

- Must possess a valid driver’s license, possess a current Texas Food Handlers Certificate.
-

Physical Demand Code

- 100% Time Spent on M - Medium
 - C – Continual is 70%
 - F – Frequently is 30%
 - 1,2,3,4,5,6,7,8,9,11,13,14,17,18,19
-

PHYSICAL DEMAND (overall strength)

PHYSICAL DEMAND CODE

Prepare and cook meals from menu, serve meals to youth and staff, serve and take in food trays at meal service times perform clean up from meal preparation and meal service.

Standing/Walking/Reaching/Bending
Carrying/Handling/Lifting/Pushing/
Pulling/Talking/Hearing

Prepare food order, update Meal Production records, update inventory, prepare alternate meal documentation.

Sitting/Walking/Standing/Reaching/
Handling/Vision/Talking

To do all aspects of this job

Vision/Hearing/Walking/Sitting/
Standing

Maintain skills by training

Sitting/Walking/Vision/Talking/
Hearing

To clearly communicate with other cooks, department staff or supervisors and/or vendors either by telephone, or in person.

Hearing/Talking/Vision

File daily or weekly paperwork

Standing/Reaching/Pushing/Pulling/
Vision/Handling/Bending

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

Put away food products delivered or purchased weekly, in the pantry shelves or cabinets.

Bending/Standing/Reaching/Vision/
Lifting/Twisting

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED:

PHYSICAL DEMAND

DESCRIPTION

JOB TITLE

Machines, Tools, Equipment, and Work Aides

Stoves, refrigerator, ovens, pots and pans, as well as knives and other utensils, computer, printer, copier, telephone, copy machine, calculator

Environmental Factors

Use of chemicals, bleach, cleaning supplies

Protective Equipment Required

Hot pads, gloves, vinyl aprons, hairnet

Non-Physical Demands

SKILLS

Reading: Menus, Meal Production Records, Recipes, Department Memorandums

Writing: Meal Productions Records, Food Orders, Recipes

Math: General math, and know how to keep general records

Reasoning: Ability to follow instructions, and use own initiative in scheduling own work load

Supervisory: None

Managerial: None

Interpersonal: Ability to work with other cooks, Department staff or supervisors and/or vendors, and Residents.

NOTE: This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

\$14.00/Per Hour

For Application, please contact:

Van Zandt County Juvenile Probation Department

323 East Garland

Grand Saline, Texas 75140

(903) 962.6292/Office

(903) 962.6413/Fax

****EQUAL EMPLOYMENT OPPORTUNITY****

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

March 2018