

SNOHOMISH COUNTY JOB DESCRIPTION

COOK

Spec No. 4012

BASIC FUNCTION

Participates in the preparation of all food for a juvenile or adult correctional facility on an assigned shift.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares and cooks vegetables, fruits, meats, soups, cereals, salads, desserts and beverages.
2. Cuts meats, bones and cleans fish and fowl; pits and grinds fruits; wraps and stores food products.
3. Operates mixers, ovens, choppers, shredders, steamers, grills, steam and fry kettles, and other food processing equipment as assigned.
4. Receives and checks incoming food and kitchen supplies; inspects food being prepared to ensure proper quality, quantity and handling.
5. Assists in determining amount of food to meet menu requirements; adjusts recipes for fluctuation in inmate population; adjusts current menu to utilize food previously prepared but not served.
6. May instruct and train inmate kitchen help details in preparing, cleaning and handling food; directs inmates in kitchen cleaning activities; observes and reports on inmate behavior as necessary.
7. Performs all the duties of a cook's helper including cleaning.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience in quantity institutional cooking including military, correctional facility, hospital/nursing homes or college experience; OR, any equivalent combination of training and experience which provides the required knowledge and abilities. Successful completion of a course in large-scale cooking in the military service, vocational school or other institution may be substituted for one (1) year of the required experience. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation and a reference check. Candidates must be at least 21 years of age at time of

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SPECIAL REQUIREMENTS (continued)

application. A valid Washington State Food Handler's License will be required at or prior to appointment. Must be able to lift up to fifty (50) pounds.

Must have valid Washington State Driver's License.

Must provide proof of insurance.

KNOWLEDGE AND ABILITIES

Knowledge of:

- practices, methods and procedures utilized in large scale food preparation
- nutrition and food values
- personal hygiene, food handling, sanitation and safety precautions
- use and care of kitchen equipment and utensils

Ability to:

- drive a 1/2 ton truck with a box canopy
- prepare and cook meats, fish, fowl, vegetables and fruits
- estimate and adjust quantities of ingredients in large scale recipes
- prepare reports and keep accurate records
- speak and write in a clear concise manner
- follow oral and written instructions
- maintain cooperative work relationships with others
- work with minimum supervision

SUPERVISION

The employee is supervised by a Kitchen Coordinator or a Food Services Manager. The work is performed in accordance with established practices and procedures and is reviewed through observation and sampling.

WORKING CONDITIONS

The work is performed within a juvenile or adult correctional facility. Employees work various shift assignments and work weekends and holidays as required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: December 1977

Previous Spec. No. 520570

Revised: April 1987, September 1996 and June 1998

EEO Category: 8 – Service Maintenance

Pay Grade: 231 - Classified Pay Plan & 231 – Corrections Support Pay Plan

Workers Comp: 1501 Hazardous