Job Description

Job Title:	Cook	Classification:	Classified
Department:	Police	Grade:	100
Occupational Group:	Food and Concessions	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; responsible for cooking and baking foods for inmates and for recording daily kitchen statistics.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Prepares and cooks food for jail inmates in accordance with quality and quantity established.
2. Provides oversight, training, and direction to Trustee(s) assisting with food preparation.
3. Maintains cleanliness of working area and kitchen equipment.
4. Maintains accurate records of food prepared and served.
5. Inventories equipment, utensils, and other kitchen related tools.
6. Operates laundry equipment and launders kitchen items.
7. Ensures kitchen environment and staff comply with Health Department and State standards and successfully complete inspections.
8. Ensures safe use and security for utensils and equipment used in the kitchen.
9. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Institutional kitchen management practices; institutional food preparation and handling; food regulations and safety procedures; inventory management; Health Department and State standards for kitchen and food safety.

Skill in: Operating commercial food preparation equipment; training and supervising food preparation personnel in a jail facility; scheduling and planning for inventory deliveries; communicating clearly and effectively, both orally and in writing; time management and planning in food preparation environment; following directions provided orally and in writing.

Education: High school diploma or GED equivalent required.

Experience: One year full-time experience as a cook in a high volume commercial or institutional kitchen is required. Experience cooking within a correctional facility is preferred.

Licenses and Certifications: A valid state issued driver's license is not required; however, transportation to and from work and off-site training programs must be accomplished without impacting attendance.

Physical Demands Requirements and Working Conditions

This position requires standing in work areas and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate basic kitchen equipment including kitchen knives; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification bend, stoop, kneel, reach, push, and pull when restocking concession supplies. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

Employees work in an indoor environment with direct exposure to moderate noise levels, hazardous physical substances, food preparation, and kitchen equipment. Employees may interact with upset staff and/or public and private representatives.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	