

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Cook  
**DEPARTMENT:** Juvenile Services Center  
**WORK SCHEDULE:** To Be Determined  
**JOB CATEGORY:**  
**DATE WRITTEN:** April 2006 **STATUS:** Part-time  
**DATE REVISED:** **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Cook for the LaPorte County Juvenile Services Center, responsible for preparing and serving meals for detainees/residents and staff.

**DUTIES:**

Plans, prepares, and serves meals to detainees/residents of the facility according to established menus, schedules, and food supplies. Completes related documents and check lists and makes preparations for next day's operations.

Plans and prepares additional meals for detainees/residents with special dietary needs as required.

Maintains cleanliness and sanitation of kitchen equipment and facilities, including steam table, cabinets, grill, stoves, fryer, cooler, and walk-in refrigerator.

Maintains a count of detainees/residents and staff for service of meals and prepares additional meals for extra persons as needed.

Establishes and changes menus and revises kitchen preparations accordingly. Assists in decorating dining area and follows special menus for holidays and other special occasions.

Maintains security of kitchen cutlery and tools/utensils and monitors kitchen stock and inventory.

Fills out various paperwork in absence of Food Service Manager, such as weekly ordering, commodity ordering, monthly meal counts, scheduling, and menu changes as needed.

Attends in-service training, staff meetings, and educational workshops/training seminars as required.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED. Some formal training in food handling/sanitation preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all required certifications and training requirements, including, but not limited to, CPR, first aid, biohazard, and therapeutic crisis intervention (TCI).

Knowledge of standard cooking and food service practices as required for Center's operations, with the ability to apply appropriate procedures to routine and recurring assignments accordingly.

Working knowledge of the principles of proper nutrition and sanitary food preparation and ability to apply such knowledge to the preparation of large quantities of food.

Knowledge of applicable safety practices and procedures and ability to read and follow written and/or verbal recipe directions and follow established schedules and meal plans.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools and equipment, such as mop, broom, slicers, grills, deep fryers, dishwashers, convection oven, mixers, food processors, toasters, and knives.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, detainees/residents, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours.

Ability to respond to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

**II. RESPONSIBILITY:**

Incumbent performs cooking and other food service related duties according to established procedures and specific work assignments and instructions from supervisor, referring most problems and/or deviations in procedures to supervisor as situations demand. Incumbent's work requires care and skill to protect equipment, food, and personnel.

Incumbent reports directly to the Food Service Manager.

**III. PHYSICAL EFFORT:**

Incumbent performs duties requiring moderate physical exertion, including standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close vision, hearing sounds/communication, and handling/grasping supplies and equipment.

**IV. WORKING CONDITIONS:**

Incumbent performs majority of duties in a kitchen and a storeroom, including exposure to extreme temperatures and cleaning chemicals and their fumes. Incumbent works in a noisy environment and in confined areas. Safety precautions must be used at all times to avoid injury to self and others.

Incumbent occasionally work extended, evening, and/or weekend hours. Incumbent occasionally responds to emergencies from off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Cook for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name