



## JOB DESCRIPTION

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**JOB TITLE:** Part-Time Cook

**DEPARTMENT:** Potter County Jail

**SUPERVISOR'S TITLE:** Jail Warden & Deputy Warden

**JOB CLASS:** Union Class III, Level 2

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### PART-TIME COOK

#### GENERAL DESCRIPTION

The part-time cook position is food service work in the performance of specialized cooking tasks in an institutional food service operation. The cook is responsible for large-scale food production and cooking tasks in the conversion of raw ingredients into finished menu items, such as meats, vegetables, casseroles, soups and sauces.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The part-time Jail cook will be responsible for the preparation of meals, as well as general cleaning of the kitchen on a daily basis, on the days worked.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Work includes the coordination of tasks performed in preparing a variety of menu items to be completed simultaneously on a set time schedule;
- Establish techniques and procedures for cooking;
- Develop and revise recipes for quality and quantity of food;
- Estimates food production needs and requisitions ingredients and supplies;
- Ability to operate kitchen equipment such as ovens, broilers, fryers and mixers used in preparation and cooking of meals;
- Responsible for the general cleaning of the kitchen (all equipment washed or wiped down) and in their proper place.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintaining and updating recipe files;
- Ensures kitchen equipment is properly maintained and prepares work orders for maintenance and repairs;
- Perform related work as required;
- Fulfill and comply with all directives received from the supervisor(s).



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### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Must be able to multi-task;
- Ability to use time management skills;
- Knowledge of basic measuring skills.

#### EXPERIENCE AND TRAINING:

- High School diploma or GED equivalency.

#### PHYSICAL REQUIREMENTS:

- Ability to lift light boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to stand for extended periods of time;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

#### ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license.

**HOURS:** 29 hours (or less) per week, unless full-time cook is absent

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract.