

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: COOK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and cook meals for county jail inmates and perform other housekeeping duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops menus for regular meals and special diets for county jail inmates and employees.

Prepares and cooks food; packs noon lunches; operates various machinery and equipment associated with food preparation and food service activities; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Inventories and orders kitchen and food supplies; stores supplies and food stuffs; purchases non-food items; maintains related documentation.

Monitors security of kitchen tools, utensils, and supplies; inventories eating utensils and reports shortages to security staff.

Performs laundry duties; sorts, washes, dries and folds laundry.

Cleans food preparation areas, tables, utensils and equipment.

Maintains knowledge of security policies and procedures.

Prepares or completes various forms, reports, charts, spreadsheets, meal counts, or other documents.

Receives various forms, reports, correspondence, logs, menus, recipes, meal records, temperature records, utensil counts, freezer readings, policies, procedures, directories, reference materials, cook books, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, inmates, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Runs errands.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year(s) of experience in institutional food preparation or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, firearms, violence, or rude/irate customers.

Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.