

LEAD COOK and MEALS COORDINATOR

General Statement of Duties

Performs semi-skilled food service work in a clean sanitary environment following all food safety guidelines.

Distinguishing Features of the Class

An employee in this class performs a wide variety of essential functions for preparing, cooking, and serving meals on a moderate to large scale at an offsite location for the inmate population at the Allegheny County Detention Center for Allegheny County. The employee will be responsible for planning menus, ordering supplies, maintaining inventory, and keeping up to date records as it relates to all prepared and delivered meals. Duties also include adhering to guidelines by NC Code for food and nutrient requirements for Detention Centers, menus, special meals, modified diets, and calorie count for inmates. Work is performed under general supervision of the County Manager's Office and is reviewed for lasting quality, appearance and functionality through conference, inspection, and records.

Duties and Responsibilities

Essential Duties and Tasks

Prepares, cooks and packages meals for the Allegheny County Detention inmate population as defined each day.

Maintains a safe, healthy, and sanitary working environment.

Plans, orders, and maintains inventory for food preparation.

Transports meals to the Allegheny County Detention Center per food handling guidelines and regulations.

Maintains all records for kitchen operations and Detention Center jail meals; uses technology for records as needed.

Obtains food and supplies as needed.

Assists and/or supervises all cleaning and washing of kitchen areas, equipment and utensils.

Assists in small repairs and maintenance of kitchen facilities and equipment.

Additional Job Duties

May fill in for other staff as needed.

Performs related work as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Knowledge of Health Department regulations for safe handling and food preparation.

Knowledge of the methods and proper preparation of meats and vegetables in larger quantities.

Knowledge of cooking time and temperatures of various foods,

Knowledge of safety regulations, occupational hazards and related safety precautions in the work area.

General knowledge of health, safety and first aid procedures.

Ability to learn food preparation and cleaning procedures as required.

Ability to maintain high standards of personal cleanliness and meet required sanitation regulations.

Ability to understand and follow oral and written instructions and to give clear oral instructions.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and vendors as necessitated by work assignments.

Ability to maintain records of work activities.

Physical Requirements

Must be able to physically perform the basic lift functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, feeling, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to operate commercial kitchen equipment and to perform skilled trades tasks on non-repetitive nature, and to keep and maintain various records.

Desirable Education and Experience

Graduation from high school supplemented by related job experience.

Special Requirements

Possession of a valid driver's license.

Serv Safe Certification completed within a specified amount of time defined by Alleghany County.

Employee will be subject to random drug and alcohol testing during employment.

Alleghany County
2024