

## Food Service Employee Job Description

POSITION REPORTS TO: Regional Director

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assumes responsibilities for maintaining and overseeing the daily operations of the institutional kitchen.

- a. Orders, receives and inspects food and supplies for quality and quantity.
- b. Maintains food inventories.
- c. Maintains sanitary and safe conditions.
- d. Plans menus and prepares meals.
- e. Establish friendly and work conducive atmosphere.

2. Assumes responsibility for effectively tracking all cost to company and billing to client.

- a. Maintains all invoices from vendors and forwards on to company.
- b. Accurately account and maintain records for all meals and snacks served.
- c. Account for employee time cards and send to company.
- d. Account for consumable supplies (spoons, gloves, hairnets, etc.)

3. Assumes responsibility for establishing and maintaining effective communication and coordination with Client,

Company personnel and Company management.

a. Maintains regular contact with jail personnel to anticipate any changes in jail policy or procedures.

b. Keep informed of any changes in inmate population that may affect supplies and ordering.

c. Provide in a timely manner any documents client has authorization to review to include, inspection reports, tool inventory reports or any noted deficiencies with the cooking area or equipment.

d. Keep management informed of any significant problems.

e. Attend and participate in meetings as required.

- f. Evaluate inmate complaints and respond in writing to all complaints, inform company management off all inmate complaints and action taken if any.
- 4. Maintain kitchen area, equipment, and other areas of responsibilities in a very clean and well maintained appearance.
  - a. Ensure that work area is clean, secure, and well maintained.
  - b. Maintain all cooking utensils knives and other sharp objects as required by company policy and jail standards. Inventory on a daily basis as directed.
  - c. Report any equipment deficiencies to the proper personnel.
- 5. Prepare meals.
  - a. Prepare meals in accordance with required menus. Note any substitutions and maintains these changes on file.
  - b. Understand and be able to properly use all kitchen equipment.
  - c. Help with menu planning if required.

#### PERFORMANCE MEASUREMENTS

1. Food inventory and supplies are appropriately maintained.
2. Good communication and coordination is maintained between customer and company.
3. Billing and report tracking are accurate and submitted in timely manner.
4. Kitchen is kept clean and in excellent condition.
5. Food is prepared according to menus and of good quality.
6. Work attendance

#### QUALIFICATIONS

- EDUCATION/CERTIFICATION: High school graduate or equivalent preferred
- REQUIRED KNOWLEDGE: Knowledge of cooking and commercial kitchen operation.
- EXPERIENCE REQUIRED: 2 years cooking experience for large crowds
- SKILLS/ABILITIES: Good cooking skills.; Well organized; Attention to detail and accurate.; Ability to work well with others.; Good communication skills.

#### PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Talking: May be required to convey details or direction loudly and quickly

Average Hearing: Able to hear average or normal conversations and receive ordinary information.

Average Visual Abilities: Average, ordinary visual acuity necessary to prepare food and read shipping documents or operate kitchen equipment.

Physical Strength: Long periods of standing maybe 2 to 3 hours. May need to lift 25 to 35 lbs occasionally.

#### MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Must be able to separate work and personal life.

MATHEMATICS ABILITY: Ability to perform basic math skills to add, subtract and divide.

LANGUAGE ABILITY: Ability to use passive vocabulary of 5,000 to 6,000 words; to read at a slow rate. Ability to write basic sentences. Ability to communicate in standard sentences and using a good vocabulary.