



KEWAUNEE COUNTY LEAD JAIL COOK

Kewaunee County Sheriff's Department is hiring a part-time Lead Jail Cook. Position is part-time, \$16.10/hour, 15 hours per week on a rotating weekday and weekend schedule. This position is responsible for ordering food, planning menus, preparing and serving meals for the inmates of the Kewaunee County Jail while maintaining the cleanliness of the kitchen and food storage area. This position may be required to exercise the ability to provide supervision to individuals assisting in the food preparation process.

County employment application forms must be submitted along with a resume to Scott Feldt in the Kewaunee County Administrator's Office by Tuesday, March 26th at 4:00 p.m. Submit to: Kewaunee County Administration Center, 810 Lincoln St., Kewaunee, WI 54216. Employment application forms and job description are available at www.kewauneeco.org.

MINIMUM REQUIREMENTS: Ability to pass a medical physical exam. Must possess a High School Diploma or GED or equivalent. Must possess a valid Wisconsin driver's license. Knowledge of dietary standards. Certification or capacity to meet certification requirements established for food preparation and service.

Equal Opportunity Employer

KEWAUNEE COUNTY SHERIFF'S DEPARTMENT POSITION DESCRIPTION

TITLE OF POSITION: Lead Jail Cook

WORK UNIT: Jail Division

IMMEDIATE SUPERVISOR: Jail/Dispatch Sergeant

REGULAR HOURS: Part-Time

DATE: March 4, 2019

POSITION SUMMARY:

This position serves as a Lead Jail Cook and preparer of meals for the Kewaunee County Sheriff's Department under the direct supervision of the Jail/Dispatch Sergeant. This position is responsible for ordering food, planning menus, preparing and serving meals for the inmates of the Kewaunee County Jail, while maintaining the cleanliness of the kitchen and food storage area. This position may be required to exercise the ability to provide supervision to individuals assisting in the food preparation process.

ESSENTIAL DUTIES:

1. Order food through food service vendor.
2. Plan and schedule inmate meals.
3. Prepare and dispense meals as indicated by the County Dietician.
4. Clean entire kitchen area including trays and utensils after meals.
5. Serve meals and collect trays.
6. Assist duty jailer with accurate count of dispensed and returned utensils.
7. Stock commodities in garage storage when order is delivered.
8. Routine cleaning of stove, refrigerator, freezers and dishwasher.
9. Go to store to obtain food items or supplies when necessary.
10. Preparation of bag and Huber lunches.
11. Disposal of garbage as required.
12. Maintain accurate logs for Sanitation Inspection.

REQUIRED KNOWLEDGE AND CORE ABILITIES:

1. Must have basic knowledge of food preparation.
2. Must be able to follow a menu.
3. Must have knowledge of Policies and Procedures regarding inmate meals.
4. Must have knowledge of dietary standards.
5. Ability to communicate effectively and coherently with officers and inmates using existing communications systems.
6. Able to demonstrate communication skills in Court and other formal settings.
7. Able to endure verbal and mental abuse when confronted with the hostile view and opinions of inmates/suspects and other people encountered in an antagonistic environment.
8. Ability to follow written and oral instructions.
9. Ability to work independently, exercises sound professional judgment and effectively utilizes authority.
10. Prioritize multiple tasks and meet scheduled deadlines.
11. Knowledge of office and department terminology, polices, practices and procedures.
12. Ability to work without daily supervision and make accurate, rapid, independent decisions in planning and completing work priorities and scheduling duties. Excellent organizational skills with high level of maturity, accuracy, strong degree of self-direction and motivation is required.
13. Knowledge of basic computer operation, including entering, retrieving, storing and changing information.
14. Ability to type accurate, meaningful reports.
15. Ability to deal with prisoners, suspects and criminals in an appropriate manner.
16. Ability to evaluate dangerous or criminal situations to determine appropriate assistance needed and take actions as needed.
17. Ability to meet physical demands of the position.

18. Ability to pass reasonable health requirements, including physical and drug screening.
19. Ability to professionally act as a member of a team, accept instructions and orders and display a high level of self-discipline.
20. Ability to listen to and understand information and ideas presented through spoken words and sentences.
21. Ability to multitask.
22. Ability to maintain strict confidentiality.
23. Able to work evenings, weekends, and holidays.
24. Ability to perform clerical tasks such as filing, recordkeeping, answering the telephone and managing monies.

MINIMUM REQUIREMENTS:

1. Must possess a High School Diploma or GED or equivalent.
2. Must possess a valid Wisconsin Drivers license.
3. Certification or capacity to meet certification requirements established for food preparation and service.
4. Knowledge of departmental rules, regulations, policies and procedures.
5. Ability to pass a medical physical exam and background check.
6. No Felony convictions.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements.
2. Must be in good physical condition with the ability to occasionally exercise strenuous strength and agility, typically involving some combination of climbing and balancing, stooping, crouching, crawling, grabbing, lifting, carrying, pushing and pulling.

3. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and ingredients.
4. Must have 20/20 vision or correctable to 20/20.
5. Hearing ability in each ear must not exceed threshold failure limit of 20 dB at 1,000 Hz, 2,000 Hz, and 4,000 Hz. Hearing correction options are allowed as long as the deputy can safely perform his/her duties.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. present in the classification. It is intended to indicate the kinds of task and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Approved By: _____ **Date:** _____
Sheriff of Kewaunee County

Reviewed By: _____ **Date:** _____
**Chairman, Personnel Committee,
County Board of Supervisors**