

# Lake County Sheriff's Office

*Sheriff Daniel A. Dunlap*

*The Lake County Sheriff's Office is now accepting applications for the position of:*

## **PART-TIME COOK**

**Applications may be obtained and must be completed at:**

Lake County Sheriff's Office  
104 East Erie Street  
Painesville Ohio 44077

The Lake County Sheriff's Office is an Equal Opportunity Employer/ M.F.H.V.

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## **PART-TIME COOK**

**Lake County Jail**

### **Definition:**

Under general direction, coordinates the preparation of nutritional meals; prepares and cooks a large volume and variety of meals for the inmates at the Lake County Sheriff's Office. Cooks must work without immediate supervision and are required to perform the full range of cooking assignments. Positions are responsible for the preparation of food for assigned shifts, while supervising lower level food service personnel, and inmates in semi-skilled kitchen tasks.

### **Experience and Training Requirements:**

- High school diploma or equivalent
- Must be at least 21 years of age and possess a valid State ID or driver's license.
- Good communication skills; ability to comprehend multiple tasks.
- Will require successful background investigation.
- Must have the mental ability to perform the duties that are required for the position.
- Preferred two (2) years of experience in large-scale food production/institutional food service.
- Preferred that the applicant possesses a Food Service Sanitation Certificate.

### **Skills and Abilities:**

- Ability to work effectively with a diverse population.
- Ability to read English and to communicate effectively both verbally and in writing, including using computers to generate reports.
- Knowledge of health, safety and sanitary practices involved in cooking.
- Knowledge of large-scale food production.
- Knowledge in nutrition and modified diets.
- Ability to follow standardized recipes, production sheets and menus in accurately preparing the food.
- Prepares, cooks, and seasons soups, meats, fish, poultry, vegetables, desserts, and other foods; substitutes meals when scheduled food supplies are not available.
- Assists in ordering, receiving, checking, and storing foods and supplies.
- Supervises food service workers, inmates, or juveniles assisting in food preparation, serving, and cleaning of kitchen facilities and equipment; maintains the security of the kitchen area and enforces disciplinary measures when needed; instructs and trains food service workers, and inmates in the operation of equipment used in semi-skilled kitchen tasks.
- May perform meat cutting and baking duties.
- Prepares routine records and reports; will be required to work various shifts when other cooks are not available.
- May prepare and submit documented incident reports.

### **Physical Requirements:**

- Ability to stand, walk, sit, bend, stoop, lift up to 50 pounds, and stretch in order to operate standard kitchen equipment and retrieve supplies.
- Ability to work under conditions involving heat, steam, noise and chemicals.
- Must possess sufficient hearing ability.

### **Typical Examples of Duties:**

- Directs and oversees the activities of inmate workers, responsible for the security, equipment, maintenance and sanitation of the kitchen.
- Sets up, assembles and supervises the inmate workers on the tray line; supervise inmate workers with the cleaning, and sanitation of kitchen equipment, appliances, counters, utensils and other kitchen duties.
- Calculate the amount of food to be prepared for meals.
- Receive, label, rotate and store food supplies to prevent spoilage and waste.
- Ability to maintain effective working relationships with facility staff, inmate workers, and representatives of outside agencies.
- Shift hours are 4:00am to 12:00pm or 10:30am to 6:30pm.
- **This is a fill-in position on an as-needed basis**