

# **Carroll County Sheriff's Office**

*Department of Corrections*

CLASS SPECIFICATION

Pay Grade: W02

40 Hour Position

\$12.77/Hour

## **Cook**

### **DEFINITION OF CLASS**

Prepare meals for inmates and staff at the Carroll County Detention Center on a rotational shift basis (including daily, evening, weekend and holiday hours).

Misc.: Requires shift work – 7 days on, 2 off, 7 days on, 5 off (only one weekend off per month)

One month of 4am – noon

One month of 11am – 7pm

One month split

### **ESSENTIAL TASKS** (Duties include but are not limited to)

- Operate commercial kitchen equipment, prepare and serve meals for inmates and staff
- Ensure safe and sanitary use of equipment, work areas and facility
- Assist in menu planning
- Place inventory orders, receive incoming orders, maintain material lists and inventory records
- Coordinate with supervisors and staff to ensure appropriate food service
- Perform related duties as to specific assignments
- Provide service to inmates and staff by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- Communicate effectively with supervisors, co-workers, and inmates
- Ensure safety and security of detention center while performing duties

### **QUALIFICATIONS AND REQUIREMENTS**

- High School diploma or general education diploma (GED)
- Possession of a valid motor vehicle operator's license.
- Two years experience in commercial/volume food preparation \*

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Read, analyze, and interpret manuals and policies
- Apply knowledge of commercial/volume food planning and preparation
- Know and understand the Health Department rules and regulations for sanitation, food preparation, and other related issues
- Apply technical methods, practices and procedures of culinary arts
- Respond to inquiries or complaints from employees and inmates
- Write reports, correspondence, procedures and other required documentation
- Define problems, collect data, establish facts and draw valid conclusions
- Apply mathematical concepts and knowledge of weights and measurements

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- Use computer software programs and/or other applications
- Pass annual physical examination

**MEDICAL GROUP:**

Cooks annual physical with 7 panel drug screen only

Please submit your application to:

Carroll County Detention Center – UPPER LEVEL  
Attn: Ms. Eileen M. Cummings  
100 North Court Street  
Westminster, Maryland 21157

OPEN UNTIL FILLED.

*The Carroll County Sheriff's Office and the Carroll County Detention Center are  
Equal Opportunity Employers.*

*Women and Minorities are encouraged to apply.*