ANDROSCOGGIN COUNTY GOVERNMENT

CORRECTIONS DIVISION
JOB DESCRIPTION

TITLE: First Cook *PART-TIME - 30 HOURS*

QUALIFICATIONS:

1. Associates Degree in Culinary Arts desirable, but not required.
2. Three years experience in institutional meal planning and preparation (i.e. schools, hospitals, etc.).
3. Sufficient physical ability to meet the Department's essential functions.
4. Such alternatives to the above qualifications as the Commissioners and Sheriff may, in their discretions consider equivalent, appropriate and acceptable.

REPORTS TO:

Jail Chef

SUPERVISES:

Offender Kitchen Workers

MAJOR JOB RESPONSIBILITIES:

1. Ensure safety and security of facility, staff, community and offenders in accordance with Maine Jail Standards and ACJ Policy & Procedures.
2. Must be able to keep accurate written records and show proficiency in report writing in accordance with Maine Jail Standards and Maine Criminal Justice Academy training.
3. Demonstrate the proper demeanor and technique to communicate verbally in an effective manner with all staff, offenders and community.
4. Must be knowledgeable of and abide by Androscoggin County's Standard of Conduct, Code of Ethics and Policy & Procedures.
5. Required to properly utilize all equipment within their control and to ensure it is in good working order.
6. Required to ensure assigned work areas are kept in a clean and sanitary condition in accordance with DHS requirements.
7. Conduct daily safety, security and sanitation checks within their area of responsibility.
8. Ensures that meals are prepared and served in accordance with Maine Jail Standards.
9. Ensures a check-out, check-in inventory system, for the secure storage of all culinary items, is maintained.
10. The First Cook is responsible for working at the discretion of the Sheriff, Chief Deputy, Jail Administrator and Assistant Jail Administrator.