



COUNTY OF NYE

CLASS TITLE: **FOOD SERVICES WORKER**

BASIC FUNCTION:

Under direction is responsible to supervise the preparation and kitchen operations for meal service in a County detention facility. Reviews menus, plans cooking schedules, prepares meals and meets the special dietary needs of jail residents. Oversees inmate workers who assist with food service and cleanup tasks. Maintains sanitation, nutritional and security standards for the kitchen.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Oversees, trains, maintains accountability and designates work to inmates assigned to the kitchen. Issues equipment and cleaning supplies to inmates and performs regular checks for knives and other utensils and maintains a log.
2. Prepares meals for the inmate population in accordance with meal-time schedule and established temperature guidelines; prepares meals and food products according to standard recipes and/or other specifications.
3. Inspects food preparation areas and equipment to ensure proper sanitary and safety procedures are met; demonstrates competent product knowledge by correct storing and handling of all perishables, maintaining quality and integrity; regularly checks and records storage temperatures.
4. Maintains records of food and supplies used, meals served, etc.; prepares periodic and special reports.
5. Operates cleaning and cooking equipment; supervises and participates in the cleaning of the kitchen areas and equipment; ensures proper storage of tools and equipment and the security of the store room.
6. Ensures that production meets health, sanitation, nutrition and quality standards established by the food industry and government agencies.
7. Receives supplies and verifies the accuracy of deliveries; consults with supervisor on resolution of discrepancies.
8. Ensures proper storage of tools and equipment; performs complete inventories of food and supplies; stocks supplies as required.
9. Contributes to the efficiency and effectiveness of the unit's service by offering suggestions and directing or participating as an active member of a work team.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High School diploma/GED; AND two (2) years of experience in large-scale institutional

food preparation and volume cooking for 70 or more persons per meal; OR an equivalent combination of education, training and experience.

KNOWLEDGE & SKILLS:

Knowledge of:

Principles, methods and equipment used in meal preparation in an institutional setting; Federal, State and local health, sanitation, and safety standards for food establishments; Culinary operations and nutritional service requirements; Basic arithmetic; Inventory control and record keeping principles and practices; Safe work practices and sanitation related to food preparation and service, and safety precautions for kitchen equipment; Standard office practices and procedures, including records management; Communicating effectively in oral and written forms; Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

Preparing meals in a large scale, institutional setting; Prepare and provide written directions and instructions to an assigned group of inmates; Operate and maintain all kitchen equipment in a safe and efficient manner; Maintaining accurate records and preparing work related reports; Making accurate arithmetic calculations; Is competent in the use of computers, software programs and operations i.e. Microsoft Office; Reading, understanding and following recipes and oral and written directions; Work effectively with a wide variety of people ;Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

LICENSES:

Nevada Driver's License. Servesafe certification within three (3) months of date of employment. First Aid and CPR training/certification within three (3) months of date of employment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

County Staff & General Public

PHYSICAL EFFORT:

The physical demands described herein are representative of the demands which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical institutional kitchen setting and use institutional kitchen equipment, strength to lift materials weighing up to 50 pounds, vision to read printed materials and computer screens; stamina to stand and/or walk for an extended period of time, and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is subject to performance under exposure to temperature extremes, fumes, gases, noise and chemicals.

Work primarily takes place within the Sheriff's Detention Facility, a locked facility. Incumbents may be required to work irregular business hours such as weekends and holidays. Incumbents may work with or around inmates, and supervise the preparation of meals for 70 or more people.