

# AGENDA ITEM COVER SHEET

**Title:** Consider Sheriff's Office Cook Classification

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

### DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

The Job Description has been finalized for the Sheriff's Office Cook position and sent for Classification.

Recommended Grade Classification of E.

### RECOMMENDATIONS (IF ANY):

Approve position classification at Grade E

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

### FISCAL IMPACT:

In 2023 staff operation cost - \$84,806.77

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☐ Yes

☒ No

### STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? \_\_\_\_\_

**COMPLETED BY:** Allison Leitzinger

**DEPT:** Employee Relations

### **2/3 VOTE REQUIRED:**

☐ Yes

☒ No

## TO BE COMPLETED BY COMMITTEE CHAIR

**MEETING DATE:**

**AGENDA ITEM #**

### COMMITTEE ACTION:



## IOWA COUNTY POSITION DESCRIPTION

| <b>JOB TITLE:</b> Cook                                                                                                                                                                   |                                                                                                                                                                                                                                                                         |                            |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------|
| <b>DEPARTMENT / SECTION:</b> Sheriff's Office                                                                                                                                            |                                                                                                                                                                                                                                                                         | <b>DATE REVIEWED:</b> 2023 |                |
| <b>TITLE OF IMMEDIATE SUPERVISOR:</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                         | <b>GRADE:</b> E            |                |
| <b>JOB SUMMARY:</b><br>The purpose of this position is to perform, service, cleanup of food preparation tasks for inmates of the Iowa County Sheriff's Office and any outside Contracts. |                                                                                                                                                                                                                                                                         |                            |                |
| TASK NO.                                                                                                                                                                                 | DESCRIPTION                                                                                                                                                                                                                                                             | FREQUENCY                  | BAND/<br>GRADE |
| 1                                                                                                                                                                                        | Review menus, food quantities, recipes, food inventory, and reviews and discusses serving procedures and handling with Supervisor on a daily basis for breakfast, lunch, dinner and outside contract meals.                                                             |                            |                |
| 2                                                                                                                                                                                        | Performs food preparation tasks including advanced thawing meats, combines ingredients according to recipes and requires quantities, bakes items, cooks soups, prepares desserts, etc. According to general and specific menus.                                         |                            |                |
| 3                                                                                                                                                                                        | Maintains safe food handling and storage procedures and practice. Monitors and performs cleaning duties including: food preparation surfaces, utensils, equipment pots, pans and trays.                                                                                 |                            |                |
| 4                                                                                                                                                                                        | Assists with receiving, inventory and storage of food and dietary supplies.                                                                                                                                                                                             |                            |                |
| 5                                                                                                                                                                                        | Works as a team with co-workers and provides for resident needs to ensure resident satisfaction. Provides support for team members to ensure all tasks are completed correctly. Provides high standards in job performance to ensure quality of care for all residents. |                            |                |
| 6                                                                                                                                                                                        | Prepare and serve meals that are palatable, and at proper temperatures.                                                                                                                                                                                                 |                            |                |
| 7                                                                                                                                                                                        | Prepare food by methods that conserve nutritive value.                                                                                                                                                                                                                  |                            |                |

| TASK NO. | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                               | FREQUENCY | BAND/G<br>RADE |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|
| 10       | Prepare daily nourishments and/or supplements in accordance with guidelines sets out for inmate meals and/or outside contract agreements.                                                                                                                                                                                                                                                                                                                 |           |                |
| 11       | Prepare and assist in serving trays and meals.                                                                                                                                                                                                                                                                                                                                                                                                            |           |                |
| 12       | Performs housekeeping tasks such as cleaning, sweeping, and mopping. Assist in cleanup of the kitchen and dining areas.                                                                                                                                                                                                                                                                                                                                   |           |                |
| 13       | Maintains safe cleaning procedures.                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                |
| 14       | Prepare meals for off cite contracted meal agreements.                                                                                                                                                                                                                                                                                                                                                                                                    |           |                |
| 15       | Maintains indirect oversight of inmates helping within the Kitchen Setting.                                                                                                                                                                                                                                                                                                                                                                               |           |                |
| 16       | Must demonstrate regular and dependable attendance.                                                                                                                                                                                                                                                                                                                                                                                                       |           |                |
| 17       | Performs other duties assigned.                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                |
|          | <u><b>Demonstrated Experience and Skills Required.</b></u> <ul style="list-style-type: none"> <li>• Ability to read and comprehend general operating manuals, policies and procedures.</li> <li>• Ability to communicate verbally with inmates and other Law Enforcement Officials.</li> <li>• Organizational Skills</li> <li>• Ability to use computers and programs.</li> <li>• Ability and knowledge on cooking practices and procedures.</li> </ul>   |           |                |
|          | <u><b>Minimum Qualifications</b></u> <ul style="list-style-type: none"> <li>• 18 years of age.</li> <li>• Preference for Associates degree or Technical Diploma in Culinary, Food Production or closely related field.</li> <li>• Preference for previous Dietary/Food Service experience.</li> </ul>                                                                                                                                                     |           |                |
|          | <u><b>Conditions of Employment</b></u><br><b>Physical Requirement</b> <ul style="list-style-type: none"> <li>• Must be able to crouch, grasp, kneel, lift, pull, push, reach, stand, sit, walk and stoop intermittently throughout shift.</li> <li>• Ability to operate equipment and machinery requiring simple, periodic adjustments, such as food mixers, blenders, slicers, grinders and steam kettles. Ability to move and guide material</li> </ul> |           |                |

|                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                                                                                                                    | <p>using simple tools.</p> <ul style="list-style-type: none"> <li>• Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movement such as cutting, tightening, inserting and mixing.</li> </ul> <p>This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.</p> |  |  |
| <p><b>DATE:</b> _____ <b>EMPLOYEE SIGNATURE:</b> _____</p> <p><b>DATE:</b> _____ <b>DEPARTMENT HEAD SIGNATURE:</b> _____</p> <p><b>DATE:</b> _____ <b>COUNTY ADMINISTRATOR APPROVAL:</b> _____</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |