



May 5, 2017

## HUMAN RESOURCE DEPARTMENT

### COOK II – CUMBERLAND COUNTY JAIL

Picturesque Cumberland County is the State's most populous county having a population of 289,977. Its largest city is Portland and the county geographically extends from Casco Bay to the Lakes Region. Cumberland County has the second largest body of water in the state, Sebago Lake, which provides numerous recreational opportunities. The County is the economic and industrial center of the state, having a strong corporate presence of major domestic and international companies. The County has over 450 dedicated employees, all focused on providing the best customer service to the County residents. Cumberland County is represented by five elected county commissioners and the county manager runs the daily operations.

**JOB PURPOSE:** Provides food services supervisor with administrative and operational support by supervising, instructing and/or assisting in the preparation of meals. Weekend shift required.

**QUALIFICATIONS:** High school graduate or equivalent. At least one (1) year experience in institutional meal planning and preparation. Thorough understanding of the standards for safe food preparation and safe handling. Prior supervisory experience and experience in purchasing, inventory control and other related tasks preferred. Must be able to lift and carry up to 50 pounds items.

#### MAJOR RESPONSIBILITIES:

- **Ensures preparation of meals based on nutrition and standards, special diet and menu specifications** by supervising, instructing, and assisting inmate laborers.
- **Maintains a clean and safe environment** by implementing federal, state, and local sanitation requirements; sterilizes by hand washing or using dishwasher for utensils, food trays, pots and pans, supervise and instruct in the use of specific cleaning supplies on major fixed equipment (i.e. ovens, stove tops, refrigerators and food preparation surfaces). Use kitchen utensils and operator equipment safety; properly secure knives and sharp objects.
- **Ensures compliance of all established policies and procedures** by supervising and conducting all activities.
- **Prepares meals** by supervising and training inmate labor in the safe operation of standard cooking equipment, including but not limited to ranges, mixers, food choppers, slicers, ovens, and fryolators.
- **Assures proper security** by utilizing timely written logs and securing all equipment during and at the conclusion of each shift.
- **Assists the Food Service Supervisor** by scheduling and training inmate and civilian personnel, ordering, inventorying equipment, supplies and other related areas.
- **Assures proper records** by writing incident reports and providing discipline when necessary as it pertains to problems encountered in the kitchen area.
- **Meets all safety requirements** by ensuring that all applicable health and worker, safety (O.S.H.A.) codes are adhered to by all personnel.
- **Controls costs** by using readily available and seasonal ingredients set and maintain standards for quality and quantity, store and re-using leftovers in a timely manner.



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- **Approves food preparation** by testing for proper temperature and smelling prepared dishes, viewing color, texture, garnishments and consistent portion sizes.
- **Maintains professional and technical knowledge** by attending educational workshops, establishing personal networks and participating in professional societies and timely completion of Cumberland County continue in service training.
- **Contributes to team effort** by accomplishing related results as needed.
- **Supports the Sheriff's safety and health policies** by attending required safety training programs, reporting all accidents and suspected safety hazards to Supervisor.
- **Fulfills job function** by participating as an active member in training, participating on Sheriff task forces and performing other responsibilities as assigned.
- **Plans menus** by studying popularity of dishes, regency of menu, utilizing food surpluses and leftovers.
- **Acquires Foodstuffs** by estimating food consumption, ordering from storeroom, receiving and verifying storeroom order, putting foodstuffs in proper locations and reporting inferior food stock to Food Service Supervisor.
- **Prepares food** by establishing nutrition and presentation standards and sanitary procedures, measuring results against standards and making production adjustments.
- **Assists the Sheriff** by instructing kitchen helpers in the art of cooking and operation of related equipment.
- **Assures proper security of kitchen** by maintaining an accurate count and written log of working kitchen trustees and all kitchen utensils during and upon completion of shift.

Cumberland County offers an excellent and comprehensive benefits package and is proud of its talented and dedicated workforce. Come join our team and culture of engaged employees. Our strong management team is dedicated to providing employees with inspiring leadership, a positive and friendly workplace, support, encouragement and the necessary tools for success. We offer tuition reimbursement, wellness program, and professional development and training opportunities.

Salary is competitive and contingent upon qualifications and experience.

Applications will be accepted on a rolling basis until all positions are filled.

Cumberland County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran status.