



ADA COUNTY HUMAN RESOURCES

COOK I – (ON-CALL) *Juvenile Court Services*

HIRING WAGE: \$13.68/hr

STATUS: On-Call

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Conducts routine cooking and preparation of meals on a large scale, performs routine cleaning activities in the kitchen area and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The Cook I performs simple and routine work under general supervision and according to pre-defined guidelines.

ESSENTIAL FUNCTIONS

- Prepares meals and sack lunches for residents;
- Follows standardized recipes, production records and portion control to maintain cost, inventory, and nutrient requirements;
- Documents all daily paperwork, including production sheets, point of service tray count sheets for each program and for breakfast, lunch, dinner, and snacks;
- Documents and follows Hazard Analysis Critical Control Points (HACCP) procedures in the areas of: purchasing, receiving, storing, preparing, cooking, serving, holding, cooling and reheating;
- Ensures that storage areas, both refrigerated, frozen and dry, are maintained at proper temperatures;
- Cleans and sanitizes kitchen area and equipment;
- Counts and secures all potentially dangerous kitchen utensils;
- Attends daily staff briefings;
- Stocks storeroom;
- Assists in freight deliveries.

ADDITIONAL FUNCTIONS

- Performs related functions as required.

JOB REQUIREMENTS

- High School diploma or equivalent;
- Completion of standard high school/trade school course with instruction in institutional cookery or any equivalent combination of education and experience;
- Minimum six (6) months experience in the preparation and cooking of food on a large scale;
- Knowledge of basic math skills, cooking terms and measurement equivalents;
- Knowledge of health and sanitation regulations, principles and practices as they relate to food service;
- Skill in the preparation of meals;
- Ability to understand and follow verbal and written directions;
- Ability to keep daily records;

- Ability to work with culturally diverse populations;
- Ability to establish and maintain effective working relationships with co-workers and managers;
- Ability to clean the kitchen and kitchen equipment in an institutional setting;
- Ability to use sharp instruments safely.

OTHER REQUIREMENTS

- The incumbent of this position must conform to all health and sanitation regulations;
- Must adhere to the Code of Ethics for Detention Staff;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must be able to do repeated hand and arm movements, chopping, lifting, reaching over head, standing for extended periods of time, able to bend, stoop, use a step stool and work on wet slippery surfaces, able to work around extreme heat and steam in the cooking area;
- Must have sufficient physical ability to: stock food; prepare, cook and serve proper meals and clean the kitchen and kitchen equipment;
- Must have sufficient physical ability to lift a minimum of 30 pounds.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov