



**TRANSITION
CENTER**

GREAT FALLS PRE-RELEASE SERVICE INC.

JOB DESCRIPTION

COOK

Start - \$12.62

After Prob \$13.50

QUALIFICATIONS:

KNOWLEDGE:

Knowledge in techniques of food preparation as well as safety and health requirements involving City and State codes on food handling. Must maintain personal hygiene, proper personal appearance and behavior.

ABILITIES:

Ability to understand and be sensitive to the needs of the residents assigned. Ability to communicate effectively both verbally and in writing. Ability to apply and enforce policies, to follow instructions and to problem solve. Ability to prepare and serve nutritious meals as necessary to center residents and staff.

EDUCATION and EXPERIENCE:

High School graduate or equivalent plus two years continual experience in institutional food service or one year's experience and certificate from accredited Culinary institute.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Food Service Manager or Assistant as necessary to coordinate all meals.

SUPERVISION EXERCISED:

Exercises supervision over Resident Workers, Booters and residents while in the kitchen or dining facility.

WORKSITE and CONDITIONS:

The worksite consists of three minimum Security/Counseling correctional facilities located in Great Falls, Montana. The facilities are residential in nature, housing non-violent, adult male and female offenders. The Center also operates a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

SUMMARY OF WORK

Under the supervision of the Food Service Manager the cooks will provide wholesome, healthy meals to all Center residents and appropriate staff members. The Center's meal program must comply with all appropriate contract requirements and provide a nutritious, balanced diet for all participants. The program must comply with all applicable health and safety requirements.

MAJOR DUTIES and RESPONSIBILITIES:

The Cook is responsible for the preparation of all foods consumed during scheduled meals at the Center and the preparation of all lunches for residents who are gainfully employed or who are currently enrolled in an authorized Education program away from the center. In addition the Cook will:

- 1. Meals will be prepared so the serving of the meals can be accomplished for the scheduled times:**
- 2. During scheduled meals, the On-Duty Cook is responsible for serving the prepared foods to assure that all persons eating the meal receive an adequate portion to insure good nutrition.**
- 3. After the meal is served, the On-Duty Cook is responsible for properly cleaning of the Cook's work area (i.e. both stoves, and all adjacent counter areas.)**
- 4. The On-Duty Cook will be responsible to insure that all food storage areas are maintained in a sanitary and orderly manner at all times.**
- 5. The On-Duty Cook will be responsible to operate and maintain all kitchen equipment in a safe condition and remove from service and identify any equipment or utensil that is found defective or broken.**
- 6. The On-Duty Cook will maintain strict health and safety standards at all times to include the proper use of headgear (hats, scarf, nets and hair bands.)**
- 7. Must plan for each day with food supervisor the menu for each week.**
- 8. Must follow directions as to recipes and the proper cooking of foods, the cleaning of meat, vegetables and fruits before preparation; proper saving methods of leftovers.**
- 9. Responsible for foods and miscellaneous items to be put away in proper order on shelves or coolers and freezers.**

Cook - Job Description

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- 10. Be responsible for inventory of supplies once a week.**
- 11. Direct the residents as to usage of dish washing unit, cleaning of floors, refrigerators, counters and shelving, dining room, coffee machine, and milk machine.**
- 12. Be responsible for cleaning ovens, deep fat fryer and stoves, walk-in cooler, utility room, store rooms on a weekly basis.**
- 13. Maintain a professional, limited association with residents.**
- 14. Usage of rubber gloves when mixing meats, salads, etc.**
- 15. Maintain and enforce high cleanliness standards: Finger nails, hair, wearing apparel i.e aprons and personal clothing.**
- 16. Transport foods or commodities to respective centers when shortfalls appear.**
- 17. Check in foods and paper products delivered to the Center and sign invoices if they are correct and food product is satisfactory.**
- 18. Be responsible for rotation of all foods to eliminate spoilage.**
- 19. Present attractive food buffet line and proper heating or cooling of foods on the line.**
- 20. Cover all foods when putting in cooler, maintain clean bowls, salad dressing containers, butter and peanut butter containers. Be responsible for wiping and cleaning containers with food products in them.**
- 21. Insure immediate cooking area is clean and neat.**
- 22. Transport foods from Food Bank and other in town vendors.**
- 23. Prepare save plates for residents who are gone from the Center.**
- 24. Be present through noon meal and evening meal, as to meet the needs of those eating.**
- 25. Be able to work with male and female residents who are assigned to the kitchen.**
- 26. Will train new staff and inmate workers as well as assist outside trainers as necessary**

- 27. Provide specific culinary training including testing of inmate worker staff to meet center certification guidelines.**
- 28. Be cognizant of meal consumption and prepare nutritious replacement meals as may be required.**
- 29. Maintain proper sanitation standards for self and wear proper PPE (gloves and aprons) prior to during and after food preparation.**
- 30. Perform additional duties as assigned**

SAFE FOOD HANDLING PROCEDURES

1. All foods must be from an approved source (i.e, inspected and licensed facility with appropriate labeling on product container.) If in doubt, contact your local health department sanitarian.
2. Determine what POTENTIALLY HAZARDOUS foods you utilize. Potentially hazardous foods include milk, meats, eggs, poultry, and fish. These products must be stored at proper temperatures. COLD = below 45 F, HOT = 140 F or above. There are no exceptions. Regularly check cooler and food temperatures.
3. Potentially hazardous foods must be put into a refrigerator/cooler immediately after delivery to your establishment. Check your deliveries.
4. Do not store raw foods (especially poultry and red meats) above or next to cook or ready to eat foods in coolers. All foods must be covered while in storage.
5. Frozen hazardous foods must be thawed either in a refrigerator/cooler; in cold running water; or as part of the cooking process. Microwave thawing must be immediately followed by complete cooking. There are no exceptions.
6. Food preparation surfaces and utensils must be cleaned and sanitized after each use (especially after handling raw foods.)
7. Wiping cloths MUST be kept in a sanitizer solution during non-use periods. (Chlorine base = minimum 50 ppm-), (Iodine = 12.5 ppm-), and (Quaternary ammonium = 200 ppm-).
8. Keep preparation and handling time of foods to a minimum. Remember the danger temperature zone is between 45 F and 140 F. AVOID leftovers --- prepare food for each day's use.
9. Cook and reheat foods thoroughly and quickly. (An internal temperature of 165 F to 180 F should be obtained before serving.) Use your thermometer, don't guess.
10. Foods that have been cooked and are HOT must be cooled as rapidly as possible to below 45 F within four (4) hours. This process can be accomplished by cooling food in small quantities in shallow metal containers four (4) inches high.
11. Foods on steam tables must be kept at holding temperatures above 140 F. All foods must be cooked or heated to 165 F prior to putting container on steam table. Do not heat foods on steam table. DO NOT MIX or add cold food to hot foods on the steam table. Check temperatures regularly with your metal stem probe thermometer and record the results.

Food Handling Procedures

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- 12. All persons MUST wash their hands after using the toilet, smoking, or handling raw meats and poultry. Wash hands before preparing foods.**
- 13. Persons with colds or respiratory illnesses, (coughs, sneezing, etc.) infected wounds, boils, diarrhea or gastrointestinal illness MUST NOT HANDLE FOOD.**
- 14. All kitchen personnel must wear effective hair restraints (hat, scarf, nets, hair band.)**
- 15. All toxic chemicals, cleaners, insect sprays, etc., must be used and stored in a manner that prevents food and food contact surface contamination. Read the label!**
- 16. Cleaning of equipment and premises needs to be scheduled and complete. Cleanliness not only reduces the opportunity for food contamination, but is an important factor in employee pride and thus performance.**