Job Description
Great Falls Pre-Release Services, Inc.

Position: Staff Cook **Job Classification**: Non-Exempt

Reports To: Food Service Manager

Supervises: Up to 5 Inmate/Resident Workers performing duties in the kitchen.

Position Scope: 70 Staff, 1 dining facility and up to 90 Residents.

Starting Hourly Wage: $18.73 **After 6 months**: $19.70

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

Responsible for preparation of all foods consumed during scheduled meals at the Center and preparation of lunches for residents who are gainfully employed or enrolled in an authorized Education program away from the center.

Provide wholesome, healthy meals to all Center residents and appropriate staff members. Meal program must comply with all contract requirements and provide a nutritious, balanced diet for participants. The program must comply with all applicable health and safety requirements.

Key Responsibilities and Duties:

1. Prepare meals so the serving can be accomplished at scheduled times. Responsible for serving prepared foods assuring all persons eating the meal receive adequate portions to good nutrition. Be present through noon meal and evening meal, as to meet the needs of those eating.
2. Responsible on a daily basis for proper cleaning, sanitizing and maintenance of food preparation area (i.e. both stoves, and all adjacent counter areas) and food storage areas. On a weekly basis, responsible for cleaning ovens, deep fat fryer, stoves, walk-in cooler, utility room and storage areas.
3. Operate and maintain all kitchen equipment in a safe condition and remove from service and identify any equipment or utensil determined to be defective or broken. Properly train Inmate/Resident Workers as to usage of dish washing unit, cleaning of floors, refrigerators, counters and shelving, dining room, coffee machine, and milk machine.
4. Must follow strict adherence to recipes, proper preparation of foods and cleaning of meat products, vegetables and fruits before preparation. Exercise proper storage methods of leftovers and assure rotation of foods to eliminate spoilage and waste.
5. Maintain strict health and safety standards at all times to include the proper use of headgear (hats, scarf, nets and hairbands). Maintain and enforce high cleanliness standards: Finger nails, hair, wearing apparel i.e. aprons and personal clothing, usage of rubber gloves when mixing meats, salads, etc.
6. Provide specific culinary training including testing of Inmate/Resident Worker staff to meet center certification guidelines and maintain training in accordance with set curriculum.

7. Satisfactorily complete Food Service Training Program, i.e. Serve Safe and Center Culinary Training Material.

8. Perform other duties as requested or assigned.

Qualifications and Skills:

- High School graduate or equivalent. Culinary Institute Certificate and "Serve Safe" or equivalence certification through accredited outside provider.
- Two years continual experience in institutional food service or one year's experience and certificate from accredited culinary institute.
- Techniques of food preparation and nutrition as well as safety and health requirements involving City and State codes on food handling.
- Must possess strong understanding in techniques of interpersonal relations with ability to establish, understand and be sensitive to resident needs. Must be able to work effectively with diverse personalities and be able to approach problems and situations in a non-threatening manner.
- Ability to apply and enforce policies, follow instructions and problem solve.
- Effective verbal and written communication, good organizational and time management skills
- Ability to establish and maintain effective working relationships with inmate/resident workers, fellow employees, regulatory agencies and the general public.

Revised:
June 2020 – Dan McLaughlin
August 2012
February 11, 1997

Approved:
February 2011
February 4, 1994