Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE……..…: Cook/Kitchen Supervisor
DEPARTMENT…….: Juvenile Detention Center
DIVISION……...:
CLASSIFICATION/GRADE....: Cook/Kitchen Supervisor /105
REVISED……: 02/2017
REPORTS TO……: Director/Assistant Director
REVIEWED……: 02/2017
WAGES……...: Hourly

SUMMARY:
Kitchen Supervisor will work to ensure the smooth and efficient operation of the juvenile justice kitchen facilities for the ultimate health, comfort, and benefit of facility residents.

BASIC FUNCTIONS:

1. Establish menus in cooperation with nutritionist.
2. Supervises and participates in the preparation and serving of meals.
3. Supervises and maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrient content. Batch cook is used to avoid long holding times for food prepared onsite. Arranges food attractively in serving containers.
4. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
5. Supervises and maintains high standards of personal hygiene. Follows hand washing protocols. Practices standards of dress, including shirt with sleeves, closed toe shoes, hair restraints, wearing an apron, and single use gloves when handling food. Complies with Louisiana Board of Health codes.
6. Responsible for supervising, scheduling, and training all kitchen staff.
7. Responsible for controlling, organizing, and inventorying equipment and supplies.
8. Maintaining security and limited access of all kitchen and storage.
9. Adhering to all health, sanitation, and safety standards as it pertains to the kitchen and its equipment.
10. Maintaining necessary kitchen permits as it pertains to Federal, State and Local guidelines.
11. Supervises and participates in the daily cleaning of kitchen, serving, storage, and dining areas, all kitchen equipment and washing and sterilizing of all dishes, silverware, and utensils. Maintains the highest standards of safety and cleanness and sanitary purpose.
12. Maintaining Kitchen equipment in proper working order-designating maintenance work orders when necessary.
13. Ordering and receiving of all products as it pertains to kitchen operations.
14. Insure consistent and accurate records are kept up to date.
15. Providing exceptional professional service, especially when handling problems that should arise.

OTHER REQUIREMENTS:

1. Shall perform any duties not in the job description, but located within the policy and procedure manual and necessary for the smooth operation of the facility or department as assigned.
2. Must be able to perform physical activities such as, but not limited to, bending, standing, climbing, walking and lifting up to 20 lbs unassisted.
3. Ability to follow directions, plan workday and execute assignments without direct supervision.
4. Ability to work with maximum efficiency, organization, quality and productivity.
5. Ability to work hours outside of normal workweek schedule.
6. Skilled in good housekeeping practices of area where food is stored, prepared, and serviced or dispensed.
7. Knowledge of ordering, maintaining the appropriate inventory and records.
8. Must have the ability to plan, organize and direct work of subordinates.

EDUCATION/EXPERIENCE:

1. High School Diploma or GED Graduate.
2. Three or more years experience in food industry in a high volume, fast-paced kitchen environment.
3. Ability to communicate clearly and concisely both verbally and in writing.
4. Have a strong desire to work with troubled youth in a positive manner.
5. The candidate shall clear a criminal background check conducted by the Louisiana State Police and pass a drug screen.