



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....: Cook  
DEPARTMENT.....: Juvenile Detention Center  
DIVISION.....:  
CLASSIFICATION/GRADE.....: Cook/104  
REVISED.....: 03/2017  
REPORTS TO.....: Kitchen Supervisor  
REVIEWED.....: 03/2017  
WAGES.....: Hourly

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### **SUMMARY:**

Responsible for preparing high quality, nutritious meals for juvenile residents and facility in a cost efficient and sanitary manner.

### **BASIC FUNCTIONS:**

1. Establish menus in cooperation with nutritionist.
2. Prepare meals for juvenile residents.
3. Clean and maintain utensils necessary to prepare meals.
4. Ability to operate kitchen equipment safely.
5. Clean and maintain area where meals are served.
6. Practices safe food handling techniques in food preparation and storage.
7. Keep daily records of menus.
8. Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrient content. Batch cooking is used to avoid long holding times for food prepared onsite. Arranges food attractively in serving containers.
9. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
10. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, wearing an apron, and single use gloves when handling food. Complies with Louisiana Board of Health codes.
11. Attends job related training classing and workshops. Applies knowledge and/or skills obtained in performing job.

### **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 50 lbs.

### **EDUCATION/EXPERIENCE:**

1. The candidate shall have at least a high school diploma or GED equivalent.
2. Two or more years experience in production or commercial cooking.
3. Ability to communicate effectively orally and in writing.
4. Have the 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.