

CHEYENNE RIVER SIOUX TRIBE  
LAW ENFORCEMENT DEPARTMENT  
COOK

DESCRIPTION OF WORK

General Statement of Duties: Performs the daily task of preparing meals. Ensures that inmates in the facility are receiving a proper, healthy and nutritious meal according to Department policy and procedures. Sets up schedules and menus getting dietician's approval for menu. Orders food and kitchen supplies to ensure an orderly efficient running food service.

Supervision Received: Works under the direct supervision of the Chief of Detention.

Supervision Exercised: Supervises cook assistants and part-time cooks.

EXAMPLE OF DUTIES (Duties may include, but are not limited to the following)

Directs and supervises the complete food service operation within the facility. Plan menu based on sound principles of nutrition. Maintains inventory control, cost control, and kitchen equipment. Orders food and non-food supplies to ensure the most cost effective method. Supervises food preparation, portion control and serving procedures.

Responsible for cleaning and sanitizing all areas of the kitchen, the dining room and the dry storage room.

Prepares reports and maintains accurate records and reports. Maintains and submits all records and reports in an accurate and timely manner.

Assists in preparations, service and clean up as needed. Prepares special dietary trays as prescribed for medical reasons.

Makes menus on a monthly basis and ensures that they are reviewed by a licensed dietician.

Responsible for keeping an accurate count of kitchen supplies and utensils.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of the planning, preparation and service of a large variety of foods. The equipment and methods used in such preparation and service. Knowledge of food values and nutrition, health, sanitary and safety practices. Knowledge of the purchasing and storage of food and maintain a favorable working relationship with vendors, detention staff, and the Social Detox staff. Able to maintain accurate and timely records.

Education: High School diploma or GED equivalent.

Experience: Must have six (6) months experience in a related field.

Special Requirements: Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks. Must have food handlers certificate (please provide documentation).

Revised Date: 05.14.2015