

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE:** HEAD COOK  
**DEPARTMENT:** VARIOUS  
**REPORTS TO:** VARIOUS  
**CIVIL SERVICE:** YES

**CLASS CODE:** 4023  
**FLSA STATUS:** N  
**DATE:** 07/06  
**BARGAINING UNIT:** SEIU

**JOB SUMMARY:**

Primary responsibility is supervising all activities related to the preparation and serving of meals to inmates and staff members at Juvenile Hall or the County Jail.

**DISTINGUISHING CHARACTERISTICS:**

The Head Cook is distinguished from the Cook by the responsibility to supervise all activities related to the preparation and serving of meals, including menu planning, ordering food and monitoring associated costs and by the full supervisory duties performed, including appraising, rewarding and disciplining employees.

**SUPERVISION EXERCISED:**

The Head Cook exercises supervision over Cook and Food Services classifications.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Maintains food cost through planning and portion control.
- Assists with daily food preparation and cooking as needed.
- Orders food items; checks all deliveries; ensures items are stored properly.
- Maintains sanitary and safe work place.
- Maintains records on all inmate special diets.
- Plans menus in accordance with related policies, procedures, rules and regulations.
- Maintains records and prepares reports regarding kitchen operations.
- Prepares bi-weekly payroll.
- Meets with dieticians as needed.
- Orders kitchen equipment as needed.
- Attends meetings as scheduled.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Stove	Oven(s)	Refrigerator	Shredder	Meat Slicer
Toaster Knives	Food Processor	Mixer	Dishwasher	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and three years of progressively responsible related experience; or,  
Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Must obtain National Registry of Food Safety Professional (NRFSP) Certificate within six months of employment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Food preparation techniques, quantity cooking and preparation of special or restricted diets.
- Safety and sanitation methods related to food preparation and serving.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Record keeping, report preparation, filing methods and records management techniques.
- Basic budgetary principles and practices.

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Preparing clear and concise reports, correspondence and other written materials.
- Operating a variety of cooking and cleaning equipment and instructing others in their proper use.
- Using mathematics.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing.

### **Ability to:**

- Establish and maintain effective working relationships with a variety of individuals.
- Write routine reports and correspondence.
- Read, understand and follow written and verbal instructions in order to operate machinery and other equipment.
- Define problems, collect data, establish facts and draw valid conclusions.

### **Physical Abilities:**

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, taste or smell, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, extreme cold, and extreme heat.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.