

## IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

**COOK****GENERAL STATEMENT OF DUTIES:**

Performs routine cooking and cleaning tasks in the preparation and serving of meals for residents in a community corrections facility. Performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving serving as a Cook in an institutional-type kitchen. The work may be performed under immediate direction of a Food Service Coordinator or a Food Service Leader, or by general supervision of a Residential Supervisor or Manager.

**EXAMPLES OF WORK:** (illustrative only)

Prepares meals for the community corrections facility.

Performs various cooking tasks such as preparing and cooking meats, vegetables and special dishes.

Does baking and prepares desserts.

Stocks pantry from storeroom.

Cleans kitchen equipment such as stoves, worktables, mechanical mixers, kettles and steam cookers.

Cleans kitchen and dining room.

Assists Residential Advisors in routine security matters related to the food service operation.

**DESIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Some knowledge of large-scale food preparation and cooking methods.

Ability to understand and follow oral and written directions.

Ability to perform the essential functions of the position.

**REQUIRED EXPERIENCE AND TRAINING:**

Completion of high school or a GED and one year's experience in institutional or restaurant cooking.

**ESSENTIAL FUNCTIONS:**

Ability to read labels and recipes in the English language and identify the corresponding food item and appropriate quantity needed.

Ability to lift and carry commercial-size cooking utensils.

Ability to safely operate large and small kitchen equipment.

Ability to communicate with the offender population and related agency staff to accomplish delivery of facility food service.