



GREENLEE COUNTY SHERIFF'S OFFICE
JAIL COOK

Grade: 1

Rate of Pay: Current Arizona Minimum Wage Rate

NATURE OF WORK

Under the supervision of the Jail Commander, performs work of routine difficulty preparing meals; supervising trustees in food preparation and serving; performs other tasks as assigned or required.

TYPICAL DUTIES

- Assist with planning, purchasing, preparation and serving of inmate meals.
- Receives, inspects, and ensures the quality and quantity of food.
- Consults with dieticians.
- Ensures compliance with policies, regulations, security measures and dietary guidelines.
- Adheres to budgets for purchase of food and equipment.
- Prepares reports and maintains records and inventories as required.

QUALIFICATIONS

Education, Training and Experience:

- Any combination of education, training, and experience equivalent to graduation from high school and some experience in food preparation, equipment, and related food service activities.

Desirable knowledge, Abilities and Skills:

- Some knowledge of large-scale food preparation.
- Kitchen safety and sanitation in food preparation.
- Use and care of kitchen equipment, menu development, and food ordering.
- Ability to apply and follow detention practices and procedures.
- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Follow written and verbal instructions.
- Ability to perform inventories.
- Valid Arizona driver's license.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, ability to lift at least 50 pounds.

Applications can be found at the Sheriff's Office, Jail, or on the Greenlee County website at <https://www.greenlee.az.gov/pdf/employment-opportunities/employmentapp.pdf>. You may also contact the jail at 928-865-4159 to have an application emailed to you. Please submit applications to the Board of Supervisor's office at 253 5th St. Clifton AZ. Applications can be mailed to PO Box 998 Clifton AZ, 85533. They can also be emailed to tattaway@greenlee.az.gov.