

## JOB DESCRIPTION

JOB TITLE: FOOD PREPARER	ORIGIN DATE: MARCH 1987
REPORTS TO: FOOD SERVICE SUPERVISOR	REV DATE: DECEMBER 2013
SHERIFF'S OFFICE	DEPARTMENT NO: 10-20
DIVISION: DETENTION CENTER FOOD SERVICE	JOB NO: 20-08

### JOB SUMMARY:

This is a non-exempt position. It involves the preparation of food for inmates according to a schedule and the cleaning and sanitizing activities of the kitchen.

### PRIMARY DUTIES:

1. Prepare meals as assigned under the supervision of the Food Service Supervisor and according to schedules.
2. Perform cleaning and sanitizing activities as assigned.
3. Assist with receiving and storing of inventory items.

### INTERMITTENT DUTIES:

1. May be required to attending training sessions or seminars.
2. May be assigned other temporary duties by the supervisor.

### QUALIFICATIONS:

1. **Education:** High school diploma, G.E. D. or equivalent required. Working toward Associate Degree in culinary arts preferred.
2. **Knowledge:** How to prepare daily meals in a significant quantity. Ability to receive interpret and follow verbal and written instructions.
3. **Skills:** Operate all basic food service equipment.
4. **Supervisory:** None except for those who are assigned to fill in for the Supervisor.
5. **Interpersonal:** Staff and some department/office personnel, occasional vendors.
6. **Work Conditions:** Modern facilities. May work some overtime and subject to call-backs.
7. **Physical Requirements:** Frequent lifting up to 50 pounds to a height of 72 inches. Requires sufficient visual acuity to read and write and operate kitchen equipment. Requires sufficient hearing level to be able to deal with the public and communicate with other directly or by telephone.  
**Must be able to read, write and speak English fluently;** ability to speak second language helpful.

This job description has been examined for compliance with Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

### **DISCLAIMER**

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Lyon County abides by the At-Will Doctrine. Nothing contained in this creates an express or implied contract of employment.