

JOB DESCRIPTION

JOB TITLE: FOOD PREPARER
REPORTS TO: FOOD SERVICE SUPERVISOR
DEPARTMENT: SHERIFF
DIVISION: DETENTION CENTER

ORIGIN DATE: MAR 1987
REVISION DATE: APRIL 2019
DEPARTMENT NO: 10-20

JOB SUMMARY:

This is a non-exempt Grade 3 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.
4. Show up for work on a regular and predictable basis as scheduled.

INTERMITTENT DUTIES:

1. Required to attend training sessions or seminars.
2. May be assigned other temporary duties by the supervisor.
3. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.

BASIC REQUIREMENTS:

Must have a valid driver's license.

1. **Education:** High school diploma, G.E.D. or equivalent required. Work 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 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 others directly or by telephone.
8. 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 the Americans with Disabilities Act (ADA) the Equal Employment Opportunity Commission (EEOC) and the Fair Labor Standards Act (FLSA).

By signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation. I understand that being dishonest about the abovementioned can lead to disciplinary procedures up to and including termination.

Signature _____

Date _____

Lyon County Representative Signature _____