



**Carbon County
Job Description**

Title:	Corrections Assistant Cook	Job Code:	
Department:	Sheriff	Effective Date:	
Reports To:	Sheriff, Jail Commander, and Kitchen Supervisor	Last Revised:	07/2023
Full Time		FLSA Status:	Non Exempt

Overall Responsibility:

Assists Head Cook in all his/her duties and must qualify to handle administrative work in his/her absence

Key Tasks and Responsibilities:

Prepares meals for inmates and staff following nutritional guidelines set forth by dietician
Prepares meals in compliance with State and Federal regulations
Maintains accurate records of meals served and supplies consumed
Must maintain a high standard of cleanliness and hygiene in the work area
Assist in keeping running inventory of supplies
Assist in ordering as needed
Works according to security policies and procedures set forth by the Sheriff
Other duties as assigned

Skills and Attributes:

Must be able to work with inmates
Must be able to communicate effectively both verbally and in writing
Must be able to maintain amicable working relations with other staff
May be required to learn new recipes
Basic computer knowledge

***Errors could cause both legal and financial liabilities for the entire County Government**

Experience Requirement:

High school diploma or G.E.D. equivalent
Baking experience preferred and previous institutional cooking experience preferred
Must either possess or be qualified to receive a Utah Food Handlers Permit
Will require some weekend and holiday work

Physical Effort/Environment:

Work is performed indoors in a clean climate controlled area
Must be able to lift 50 pounds on a regular basis

Working in a correction facility poses some danger but the work area is segregated from the inmate areas

Employee Signature

Supervisor Signature

Date

Supervisor Signature