



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Cook	<u>Effective Date:</u>	April 2025
<u>Department:</u>	Juvenile	<u>Division:</u>	Juvenile Detention
<u>Accountable to:</u>	Food Services Supervisor	<u>Status:</u>	Non-Exempt

Primary Objectives

Performs intermediate duties at the Victoria Regional Juvenile Justice Center. Cook/Food Preparer shall prepare nutritious meals in accordance with dietician approved daily menus in a timely manner. The Cook/Food Preparer shall maintain sanitary kitchen conditions and monitor all assigned residents. The Cook/Food Preparer shall also complete all applicable training as required by the National School Lunch Program with a minimum requirement of six hours per school year.

Supervision Received

Works is performed under the limited supervision of supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Utilizes appropriate equipment to prepare and serve each meal in a nutritious manner.
2. Follows daily menu plans and approved recipes. Requests supervisory approval of any menu changes.
3. Serves all meals in accordance with assigned mealtimes.
4. Checks all incoming food products for proper packaging and damages before storing.
5. Maintains temperature records on refrigerators and deep freezers to make sure food is properly cooled.
6. Cleans all supplies and equipment thoroughly after each use before being placed in storage.
7. Maintains shift inventory and security of all knives and other objects in knife drawer. Keeps knife drawer always locked. Notifies Assistant Chief immediately of any missing knives or other potential weapon.
8. Maintains security of doors in kitchen area; assures the doors are locked at the end of the shift.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and minimal (less than one year) experience required.
- Food Managers Certificate. (Must be completed within 3 months of employment)

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Essential Personnel: This position is designated as essential and may be required to report to work or remain on duty during emergencies, inclement weather, or other critical situations to ensure continuity of operations.
- Employees may walk or stand for long periods of time.
- This is medium work requiring some physical agility such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity
- Sensory requirements include:

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Sometimes
Up to 100	Seldom or Never
100 or more	Seldom or Never

Environmental Exposures	
Work near moving mechanical parts	Sometimes
Work in high, precarious places	Seldom or Never
Toxic or caustic chemicals	Frequently
Outdoor weather conditions	Seldom or Never
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Seldom or Never
Noise Level	Seldom or Never

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

ACKNOWLEDGMENT:

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received a copy.

Employee

Date

Chief Juvenile Probation Officer

Date

The Victoria Regional Juvenile Justice Center is currently accepting applications for the position of Food Preparer. Qualified applicants must possess a high school diploma or GED, have at least one year experience in an institutional kitchen setting or one year of related schooling. Experience working with the National School Lunch Program is preferred. Long periods of standing are required as well as the ability to lift a minimum of 20 pounds. Work week will consist of a rotating 40 hour a week schedule. Must be able to work weekends and holidays when required. Salary range is \$15.00-16.84 hourly depending on experience. Applicants must submit to a criminal background check and drug screening.

Apply at Victoria County Administrative Services, Victoria County Courthouse, 115 N. Bridge Room 213 Victoria, TX. 77901. Or visit us on Facebook at Victoria County Juvenile Services. Equal Employee Opportunity Employer. No phone calls please. www.vctx.org