



Matthew B. Treglia, Sheriff

Allen County Sheriff's Office

333 North Main Street • Lima, Ohio 45802 • 419-227-3535



Cook

Job description

Division: Corrections

Position: Cook

Probationary Period: One Year

Job Description:

Under supervision of the Head Cook, coordinate the preparation prepares and cooks meals for Allen County Jail inmates. Directs the activities of inmate trustees assigned as kitchen help; and performs related work as required.

Responsibilities:

- Follow and enforce all policies and procedures of the Allen County Sheriff's Office
- Responsible for security, sanitation, and maintenance of the kitchen and equipment.
- Prepare and cook meals for inmates.
- Be on duty in the prescribed uniform, and be mentally, emotionally, and physically prepared to perform required duties
- Maintain a clean and professional appearance while on duty
- Complete and distribute all reports or necessary paperwork before the end of shift
- Establish and maintain positive, effective working relationships with co-workers, and supervisors
- Any other related duties as assigned by the Head Cook, Jail Administrator, or the Sheriff

Physical Requirements:

- Be capable of lifting items weighing up to 20 pounds
- Be physically fit to withstand the rigors of standing for extended periods of time

Experience (preferred but not required):

- Training and/or experience in food prep in a restaurant or institutional setting
- Training and/or experience in weights and measures as they apply to food service

Education:

- High School Graduate or GED
- Course work in culinary arts preferred but not mandatory

Updated 3/22/2021