

## Kitchen/Laundry Duty Assignments

### **303.1 CUSTODY COOK I & II**

Tenured Custody Cooks shall train new Custody Cook II or I's in the physical operation and sequence of the food service and laundry systems, supervise up to 15 male/female adult felony/misdemeanor, sentenced or un-sentenced inmates assigned to these areas, and visually inspect all adult inmate workers assigned to the food service and laundry areas of the Jail. Custody Cooks shall supervise the adult inmate workers, inspect food service and laundry areas, ensure proper sanitation practices are enforced, and perform non-hazardous security functions within the facility. They shall supervise and direct as inmate workers prepare, cook, and dispense soups, meats, dairy, poultry, fish, and vegetables, according to standardized menus and special diets.

Custody Cooks shall serve food items in manner conducive with good and proper cooking techniques, train and coordinates the activities of adult inmate workers in food preparation, bake bread and pastries, order perishable goods, such as, produce and dairy products, receive and store all dry, frozen, and fresh food, keep and log daily meal counts, food samples, and chemical dishwasher requirements, maintain inventory records, rotate food stores, and supervise cleaning of kitchen and equipment. They shall plan and supervise laundry, including receiving, marking and sorting of laundry articles. Additionally, they shall establish work schedules for inmates, enforce safety and sanitation practices, inventory and requisition supplies, maintain a record of all laundry items and supplies, write incident reports when necessary, and perform other duties as required.