



## *Auglaize County Sheriff's Office*

1051 Dearbaugh Avenue  
P.O. Box 26  
WAPAKONETA, OHIO 45895

Michael L. Vorhees  
Sheriff

### Auglaize County Corrections Center Position Description

Position Title: Cook

Date: August 2023

The cook will assist in the preparation and serving of meals for inmates. The cook will also assist in supervising inmate workers while in the kitchen during meal service and clean up.

#### **Responsibilities**

The following duties are normal for this position however other duties may be required or assigned.

- Prepare and serve meals to inmates
- Supervise inmate workers during meal service and clean up
- Ensures sanitary condition of kitchen and equipment
- Records menus and meal counts
- Verifies knife inventory and secures kitchen

#### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

- Requires the physical ability to operate a variety of kitchen equipment which may include a griddle, stove, dishwasher, garbage disposal, deep fryer or other appliances
- Ability to walk and/or stand for extended periods of time
- Ability to lift heavy items
- Ability to add, subtract, multiply and divide and calculate percentages and decimals

#### **Language Ability and Interpersonal Communication**

- Must be able to interpret food serve terminology and language
- Requires the ability to comprehend a variety of informational documents including meal counts, nutritional information, cookbooks, medical diets, equipment manuals, State Minimum Jail Standards and ACCC policy and procedures.
- Requires the ability to record and deliver information, explain procedures and follow directions.
- Requires the ability to communicate with supervisors, corrections staff, medical, maintenance, co-workers, inmates and administration.

#### **Requirements**

- High school diploma or equivalent with vocational training in Food Service or related field with 5-11 months of experience, or a combination of training and experience that provides equivalent knowledge, skills and abilities.
- Must be willing to complete Support Staff Training, which includes training in subject control.

Auglaize County, Ohio is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.