



Boone County Sheriff's Office Job Description

Job Title:	Part Time Kitchen Staff	Reports to:	FT Cook/Jail Commander
Department/Group:	Kitchen Jail	Shift:	As Required or Assigned
Location:	BCSO	Travel Required:	Minimal
Level/Salary Range:	\$25 Per Meal	Position Type:	Staff Cook
HR Contact:	Brittany Hicks	Date posted:	12/30/2016
Will Train Applicant(s):	Yes	Posting Expires:	1/13/2017
External posting URL:	www.boonecountyindianasheriff.com		
Internal posting URL:	www.boonecountyindianasheriff.com		
Applications Accepted By:			
Electronic Submission Only www.boonecountyindianasheriff.com Administration Tab, then Employment Tab			
Job Description			
Role and Responsibilities			
<p>As a Part Time Kitchen Cook this position will perform the same operational duties of the full time kitchen staff. Kitchen Staff must have some knowledge of general nutrition guidelines, food preparation and food sanitation practices and procedures. Some of the responsibilities are below but the list is not limited to only these functions.</p> <ul style="list-style-type: none"> • This position will work directly with inmate workers • Prepare Breakfast, Lunch and Dinners at pre-determined times • Monitor conduct of inmate workers in in kitchen area, or during work or related activities, according to established policies, regulations, and procedures • Participate in any required job training. • Provide to supervisors oral and written reports of the quality and quantity of work performed by inmates, inmate disturbances and rule violations, and unusual occurrences. • Respond to legitimate job/task related questions, concerns, and requests from inmate workers • Assign duties to inmate workers, providing instructions as needed. • Use nondisciplinary tools and equipment such as a computer 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Lawful resident of the United States for the past 10 consecutive years. • High School Graduate or GED and at least 18 years of age. • One to two years work experience in the food service preparation field is helpful. Enthusiastic, career-minded applicants, meeting all skills and abilities requirements, will be trained. • Successful completion of pre-employment tests to include (but not limited to) written, oral, polygraph, verification of employment history, credit, criminal and BMV background check, and timed computerized 			



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test to measure ability to multi-task.

- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics - Knowledge of computer software, including applications and programs.
- Mathematics - Knowledge of arithmetic and its application
- Self Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Integrity - Job requires being honest and ethical.
- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
- Persistence - Job requires persistence in the face of obstacles.
- Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.
- Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative - Job requires a willingness to take on responsibilities and challenges.
- Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Social Orientation - Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Analytical Thinking - Job requires analyzing information and using logic to address work-related issues and problems.
- Innovation - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems

Preferred Skills

This position must be able to provide excellent communications skills. These skills should be proven both verbally and by written means. This position must be able to follow written and oral instruction. This position must have the leadership and decision making skills to complete tasks in the most efficient and timely manner. This position requires multitasking capabilities. Some of these skills are detailed below.

- Speaking - Talking to others to convey information effectively.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Monitoring - Monitoring/Assessing performance of yourself, or organizations to make improvements or take corrective action.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative



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solutions, conclusions or approaches to problems.

- Coordination - Adjusting actions in relation to others' actions.
- Persuasion - Persuading others to change their minds or behavior in a positive manor.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management - Managing one's own time.
- Instructing - Teaching others how to do something.
- Service Orientation - Actively looking for ways to help people.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Management of Personnel Resources - Motivating, developing, and directing people as they work.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Written By:	Sheriff Mike Nielsen	Date:	5/12/2016
Approved By:	Sheriff Mike Nielsen	Date:	12/7/2016
Last Updated By:	Executive Secretary	Date/Time:	12/30/2016