

Kitchen Manager/Cook Position

The Adams County Sheriff's Department is accepting applications for a Kitchen Manager/Cook position for the Adams County Justice Center.

Open until position is filled.

Position will require making sure daily nutritional needs are met for up to 154 inmates and in compliance with the Nebraska Jail Standards. Will also include scheduling, inventory, supply acquisition and other duties.

Applicants must possess a High School Diploma or G.E.D. Certificate, and a valid driver's license.

Excellent employee benefits which include employer paid health and Dental Insurance for employee, vacation, sick leave, and retirement.

Applications are available at the Adams County Sheriff's Department Suite 126, Adams County Courthouse, 500 West 4th Street, Hastings, NE or at adamscountyne.org under Employment Opportunities

ADAMS COUNTY JAIL

JOB DESCRIPTION

Position Title: Jail Kitchen Manager

FLSA Status: Non-Exempt

EEO Category: Occupational

Reports To: Adams County Jail Administrator

POSITION PROFILE

Under the direction of the Jail Administrator, the Jail Kitchen Manager is responsible for the daily operation of the Adams County Jail kitchen and food-service program. The position provides supervision and direction to kitchen staff, prepares and cooks meals, manages menus and food supplies, and ensures meals are prepared and served safely, timely, and in accordance with applicable Nebraska Minimum Jail Standards.

The Kitchen Manager works with a Registered Dietitian regarding menu planning and nutritional requirements and coordinates with medical staff regarding authorized special and medically prescribed diets.

The Kitchen Manager is a working supervisor and is expected to perform the regular duties of a Cook when operational needs require, including preparing and cooking meals, serving meals, cleaning the kitchen, operating kitchen equipment, receiving and storing food, and performing other food-service duties. The Kitchen Manager will fill in for regular cooks or other kitchen staff during absences, vacancies, leave, call-ins, or other staffing needs.

ESSENTIAL FUNCTIONS

Supervision and Staff Management

- Supervises, schedules, assigns, and directs kitchen employees.
- Maintains adequate staffing for meal preparation, service, cleaning, deliveries, and other kitchen operations.
- Adjusts schedules and assignments to address staffing shortages, leave, call-ins, and operational needs.
- Trains and provides direction to kitchen staff regarding food preparation, sanitation, safety, equipment, and jail procedures.
- Monitors employee performance and addresses personnel concerns in accordance with Adams County policies.
- Participates in hiring, orientation, training, and evaluation of kitchen employees as directed.
- Promotes a professional, cooperative, and accountable work environment.

Food Preparation and Kitchen Operations

- Plans and coordinates daily meal preparation in accordance with approved menus.
- Performs all duties of a Cook as needed, including preparing, cooking, portioning, and serving meals.
- Fills in for regular cooks and other kitchen staff when necessary to maintain uninterrupted food service.
- Operates kitchen equipment safely and properly.
- Ensures appropriate quantities of food are prepared based on inmate population and meal counts.

- Maintains appropriate food quality, portions, temperatures, appearance, and meal schedules.
- Prepares authorized medical, religious, and other approved special diets.
- Maintains a clean, organized, and efficient kitchen and food-service operation.
- Provides meals or snacks when required for inmates entering the facility outside normal meal hours.

Menu Planning and Dietary Requirements

- Develops and maintains jail menus and standardized recipes.
- Coordinates menu review with a Registered Dietitian to ensure nutritional adequacy and compliance with Nebraska Minimum Jail Standards.
- Coordinates with medical personnel regarding authorized medically prescribed diets.
- Makes appropriate menu substitutions and adjustments while maintaining nutritional and dietary requirements.
- Maintains current menus and required dietary documentation.

Purchasing and Inventory

- Orders food, kitchen supplies, cleaning supplies, and other necessary food-service materials.
- Receives deliveries and verifies quantities, quality, and condition of products.
- Maintains appropriate inventory levels and rotates food to minimize spoilage and waste.
- Ensures food and supplies are properly stored.
- Monitors food costs and works within the established budget.
- Maintains accurate purchasing, inventory, receiving, and food-service records.

Food Safety, Sanitation, and Security

- Ensures compliance with applicable food-safety, sanitation, health, and Nebraska Jail Standards requirements.
- Monitors food, cooking, and refrigeration temperatures as required.
- Ensures food is properly stored, labeled, dated, rotated, and protected from contamination.
- Ensures kitchen equipment, utensils, work areas, storage areas, refrigerators, and freezers are properly cleaned and sanitized.
- Maintains appropriate control and security of knives, equipment, chemicals, and other restricted or potentially hazardous items.
- Identifies and corrects safety and sanitation hazards.
- Cooperates with health and jail standards inspections and addresses identified deficiencies.

Administration and Communication

- Communicates with the Jail Administrator regarding staffing, food costs, inventory, equipment, menus, special diets, and other kitchen concerns.

- Maintains required food-service records and reports.
- Responds to operational problems and takes appropriate action to maintain meal service.
- Addresses inmate food-service concerns within the scope of the position.
- Maintains confidentiality of inmate, employee, medical, and facility information.
- Follows Adams County and Adams County Jail policies and procedures.
- Performs other related duties as assigned or as operational needs require.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- Previous professional food-service experience required.
- Previous supervisory or management experience preferred.
- Institutional, correctional, healthcare, school, or other large-scale food-service experience preferred.
- Experience with menu planning, inventory, purchasing, food safety, and sanitation preferred.

LICENSE AND OTHER REQUIREMENTS

- Must possess a valid Nebraska Driver License.
- Must successfully pass a criminal background investigation.
- Must be able to read and understand SDS/MSDS information and applicable policies, procedures, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of food preparation, cooking, food storage, sanitation, and food-safety practices.
- Knowledge of institutional food-service operations and applicable Nebraska Jail Standards.
- Ability to prepare and cook meals in a timely and efficient manner.
- Ability to supervise, schedule, train, and direct employees.
- Ability to safely operate kitchen equipment.
- Ability to manage inventory, control food costs, and minimize waste.
- Ability to maintain accurate records.
- Ability to communicate effectively with employees, jail administration, medical personnel, vendors, and the Registered Dietitian.
- Ability to work independently, exercise sound judgment, and respond appropriately to changing operational needs.

PERFORMANCE EXPECTATIONS

Performance will be evaluated based on the employee's ability to:

- Effectively supervise and schedule kitchen staff.
- Prepare and serve timely, safe, nutritious, and appropriate meals.

- Maintain compliance with Nebraska Jail Standards and applicable food-safety requirements.
- Maintain accurate records and inventory.
- Control food costs and minimize waste.
- Maintain a clean, safe, secure, and efficient kitchen.
- Properly manage special and medically prescribed diets.
- Demonstrate professionalism, dependability, leadership, communication, and accountability.
- Maintain uninterrupted food service during staffing shortages or other operational needs.

LANGUAGE SKILLS

Must be able to communicate clearly and effectively in English, both verbally and in writing, and read and understand policies, procedures, regulations, menus, recipes, schedules, and other work-related documentation.

PHYSICAL REQUIREMENTS

The position works in an industrial kitchen environment with exposure to heat, cold, slippery floors, moving equipment, sharp utensils, noise, and cleaning chemicals.

The employee must regularly stand, walk, use hands and arms, reach, bend, stoop, kneel, crouch, and operate kitchen equipment. The employee may occasionally lift and/or move up to 25 pounds. The employee must be able to perform the essential functions of the position with or without reasonable accommodation.

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified or assigned as necessary to meet the operational needs of the Adams County Jail.