



Northwest Community Corrections Center Job Description

COOK

This position reports directly to the Food Services Coordinator. This is a non-exempt, unclassified position.

Job Duties

The duties for this position include about are not limited to the following:

- Participates and supervises residents in the preparation and serving of meals.
- Follows all menus and recipes appropriately and schedules meal preparation so that food is served on time.
- Follows dietary regulations established by the Department of Health and the Department of Education and adheres to all applicable health and safety codes.
- Oversees the inventory and rotation of food and supplies and makes Food Service Coordinator aware of needs.
- Documents the following:
 - All kitchen supply and equipment use
 - all foods used in daily meals
 - chemicals used by residents for cleaning
 - number of meals consumed
- Monitors behavior of residents and completes necessary reports.
- May facilitate and/or co-facilitate groups.
- Participates in treatment-related meetings.
- Actively participates in any other assigned duties.

Qualifications

- One (1) year experience in food preparation preferred.
- High School Diploma or G.E.D.
- Experience with Microsoft Office Suite.
- Possession of a valid driver's license preferred; insurability reviewed.
- Must be able to be contacted via telephone.

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NORTHWEST COMMUNITY CORRECTIONS CENTER
1740 E. Gypsy Lane Road
Bowling Green, OH 43402
Phone: 419-354-7444 1-800-281-3033
Fax: 419-354-7445