



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Cook II (Lead)	Job Code:	401020	Job Grade:	06
Reports To:	Business Manager	Pos. No:	Various	FLSA Code:	N
Department:	Juvenile	Loc. Code:	Various	SIC Code:	9223
				WC Code:	8810
Division:	Youth Village	CS Code:*	A, B, C or D	EEO Code:	H11

**The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Summary of Functions: Supervises the preparation of meals and kitchen maintenance in conformance with health and sanitation standards, and completes appropriate paperwork.

Management Scope: Trains and supervises Cooks and assigned juvenile residents.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Receives, checks, stores, retherms, prepares and serves nutritional meals, snacks, sack lunches, bulk and special meals; adjusts menus as needed; coordinates meal transportation to other locations; and documents/completes required records and reports.	40	E
2. Trains, leads and schedules work shifts for staff and assigned juvenile residents in food service procedures, standards and regulations.	15	E
3. Maintains security of juvenile residents assigned to work in the kitchen, ensure residents follow safety and sanitation requirements, resolves minor disciplinary problems, documents and refers major problems or incidents to the supervisor.	15	E
4. Orders, checks and maintains staple grocery, produce and other items to ensure adequate inventory, and resolves shortages or invoice discrepancies.	10	E
5. Ensures kitchen, storage, cafeteria and immediate ground areas are clean, organized and sanitary in accordance with applicable rules, regulations, policies and procedures.	10	E
6. Coordinates the timely transport of meals to other sites, resolves problems with meal shortages, unusable meals and maintenance and documents/reports serious or persistent problems.	05	N
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Completion of tenth (10th) grade from an accredited school or additional equivalent work experience. Three (3) years of work related experience or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to follow written and verbal instructions. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment.

“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”

Physical/Environmental Requirements:

- Works inside a secured facility. Requires prolonged walking, standing, bending, kneeling, pushing and lifting and carrying up to 45 lbs. unassisted necessary to complete cooking and cleanup tasks.
- **An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.**
- **Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).**
- **The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.**
- **Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.**

Hay Points/Point Factor:

HS10-80, E(3)-30, VM3A-15, PD1C-15, WH1B-10, WE2B-15, IC2A-15, DL3-20, PS2-15, RE1B-10, SF2A-15, Total Points-240

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05/02/14

Approved by Civil Service Commission on

Date 04/18/05; 10/19/2016

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.