



SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Kitchen Aide	FLSA Status: Non-Exempt
Department: Sheriff's Office	Salary:
Effective Date: May 2023	
Revision Date: March 2025	

General Purpose

Under direct supervision of the Food Service Manager the Kitchen Aide performs a variety of skilled duties related to the preparation and serving of nutritional food to inmates and Sheriff's Office personnel. Kitchen staff will assist in overseeing inmate workers assigned to food service duties, as well as, assist in taking inventory of food and supplies, inspects and maintains food safety standards, and prepares daily reports related to the quality, volume and type of food prepared. Kitchen staff is responsible for conducting health and cleanliness inspections and enforce fire, health and safety rules in the kitchen.

Supervision

Works under the supervision of the Food Service Manager

Essential Duties

- Plan and prepare meals in the jail, including assisting in the planning of menus and in the oversight of inmates who may be assigned work in the kitchen.
- Assists the board of health and fire department when inspections occur.
- Assists in oversight of the cost and quality of foods prepared.
- Assists in the self-inspection of the kitchen and food storage areas to assure that they are in compliance with sanitation and fire regulations.
- Performs other duties and responsibilities as assigned by supervisors.
- Takes inventory of commodities and prepares food orders to be approved by the Food Service Manager.

Knowledge, Skills and Abilities

Knowledge of:

- Basic cooking knowledge.
- Knowledge and experience using kitchen equipment, including but not limited to : slicer, mixer, fryer, steamer, oven, griddle and dishwasher.
- Balances team and individual responsibilities: gives and welcomes feedback; contributes to building a positive atmosphere.



- Readily volunteers; seeks increased responsibilities; asks for and offers help when needed.
- Police and/or corrections terminology and practices preferred.
- Food service regulations.

Skills:

- Basic use of cooking and kitchen equipment
- Basic cooking techniques

Ability to:

- Plan menus consistent with nutritional standards, including menus for those with special dietary needs.
- Order commodities.
- Prepare meals in quantity.
- Perform duties in a confidential manner.
- Use tact and self-control.
- Operate calculator and/or computer.
- Handle varying and high levels of stress.
- Read, write and do mathematical calculations.
- Follow written and verbal instructions.

Physical Demands

- Moderate lifting, pushing, pulling, reaching and bending is involved.
- Must be able to lift at least 50 pounds.
- Must be able to use a ladder.
- Must be able to stand for long periods of time.
- Manual dexterity required is moderate.
- Effort exerted is minimal and for short, intermittent periods of time.

Working Conditions

- Working conditions exist, which involve a chance of injury or loss of life.
- Work in close contact with inmates daily.
- Working environment is based in an industrial kitchen environment where safe work practices are extremely important.
- Exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, high noise levels and cleaning compounds is constant.

Education and Experience

- High School diploma is required.
- Experience in cooking large quantities is preferred.
- Experience in preparation and purchasing inventory in large quantities is preferred.



Special Requirements

- Must be at least 21 years of age.
- Must possess a valid Utah driver's license.
- Must successfully pass and maintain all requirements of background checks.
- Successful completion of pre-employment drug screening.
- Must possess or successfully complete Food Handlers Permit within specified time.
- Must maintain good physical condition sufficient to adequately and safely perform the duties required in an institutional and industrialized kitchen setting.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have
reviewed the above Job Description.

Date: _____