



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Cook

Department: NRTC

Posting Closing: Until Filled

Position Location: 593 Infirmary Rd, Dayton, OH 45417

Job Type: Full-time

Salary: \$17.59/hr

Shift: Shift varies

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Cooks and prepares meals for youths and staff assigned to Nicholas Residential Treatment Center.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: one year experience and/or training in institutional food preparation, and following prescribed menus.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Cook

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Part-Time
EXEMPTION TYPE	N/A	REPORTS TO	Business Manager
CIVIL SERVICE STATUS	Classified	WORK SCHEDULE	24 hours per week
PAY GRADE	A3	DEPARTMENT	Nicholas Residential Treatment

DISTINGUISHING JOB CHARACTERISTICS

Cooks and prepares meals for youths and staff assigned to Nicholas Residential Treatment Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Prepares meals for youths and staff within assigned facility. Prepares meats, salads, breads, vegetables, fruits, desserts, and other menu items.

Follows prescribed menus and recipes in accordance with ODE and ODJFS requirements, and food service guidelines established by State Health Department for handling and cooking of raw meat, fruits, vegetables and other food items.

Prepares special meals to meet youth dietary requirements in cooperation with and under direction of qualified medical authority. Makes special meals in accordance with religious holiday traditions and standards.

Presents food on plates in an attractive and appealing manner, and follows sanitary methods while dispensing food in food service line.

Controls food waste and rotates food products prior to expiration dates. Prepares and serves food to minimize leftovers.

Maintains sanitary conditions in food preparation areas, and cleans and disinfects counters, tables, refrigerator in accordance with sanitary guidelines and standards. Inspects and cleans kitchen equipment.

Refrigerates, freezes and stores food to deter spoilage and meet food quality standards.

Monitors kitchen equipment operating condition and reports equipment problems to Food Service Manager.

Maintains security of kitchen knives and other utensils by following and enforcing prescribed security precautions and policy.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Stoves, deep fryer; meat slicer; electric knife; blenders, mixer, slicer, dishwasher, garbage disposer; food processor; gas grill; microwave, and other standard kitchen equipment; slicer, kitchen knives and other kitchen utensils.

CONTACTS WITH OTHERS

Youth; staff; delivery persons; State Health Department representatives; Department of Youth Services Inspector; general public.

CONFIDENTIAL DATA

None

WORKING CONDITIONS

Good working conditions but with exposure to normal kitchen heat and conditions. Exposure to possible cuts, burns or other similar injuries.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands for extended periods of time, and walks around the kitchen to various counters, stoves and other food processing areas and equipment. The employee regularly exhibits normal manual dexterity when preparing foods such as utilizing cutting knives, and other kitchen equipment. The employee occasionally extends arms to retrieve food from ovens, stoves, etc. Vision demands include normal vision. Employees normally exhibit the ability to taste and smell foods with the ability to distinguish differences or similarities in intensity or quality of flavors or odors, or to recognize particular flavors or smells using the tongue and/or nose. Employee normally tastes and smells the food being cooked [using standard sanitary practices] to determine if it was cooked sufficiently and in accordance with cooking quality standards, and to determine the palatability of product.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES

Knowledge of: institutional food preparation methods, procedures, equipment and supplies; dietary needs and proper nutrition; standard kitchen safety practices and procedures; food facility sanitary standards.

Ability to: read and follow menus and recipes; prepare foods in accordance with prescribed dietary and nutrition standards; maintain good public relations as Court representative; establish and maintain effective work relationships with youth, associates and job contacts.

Skill in: institutional food preparation; operation and utilization of standard kitchen equipment and utensils.

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LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____