



MADISON COUNTY SHERIFF'S DEPARTMENT
Ron Richardson, Sheriff

12/15/2014

To Whom It May Concern:

There is currently a position open within the Madison County Detention Center in the Food Service area. If you are interested please submit a letter of intent by December 25th, 2014 at 0800 to Jail Commander Andrew Williams. This is for a Full Time Kitchen Employee within the Madison County Detention Center.

If you are **not** currently employed by the Madison County Sheriff's Department, you must complete an application, which can be obtained by visiting our records department at 720 Central Ave. Anderson, IN or by visiting our website www.madisoncountyindiana.us There is a \$3.00 application fee due at the time the application is placed with the Madison County Sheriff's Department.

Pay - \$11.57 per hour

Experience required
Serve Save Certification Desired

A handwritten signature in black ink, appearing to read "Andrew Williams".

Andrew Williams
Jail Commander

Jw



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POSITION: Cook / Jail
DEPARTMENT: Madison County Sheriff's Department
WORK SCHEDULE: As Assigned
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: September 1985 **STATUS:** Full-Time
DATE REVISED: February 1998 **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Cook for the Madison County Jail and is responsible for the preparation of meals for Detainees.

DUTIES:

Plans, prepares, and serves meals to Detainees of the facility according to established menus, schedules, and food supplies.

Plans and prepares additional meals for Detainees with special dietary needs, as required.

Ensures the cleanliness of kitchen areas and all cooking utensils, and sanitation of counter areas and floor.

Oversees duties of Trustees including preparing food, cleaning kitchen, and delivering Meal Carts to designated areas.

Maintains the cleanliness and serviceability of all facility cooking and related appliances.

Verifies food stock received and places in storage areas.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Working knowledge of the principles of proper nutrition and sanitary food preparation, and ability to apply such knowledge to the preparation of large quantities of food.



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Ability to read and follow written instructions and recipe directions.

Ability to work with other Staff Members and to follow established schedules and meal plans.

Ability to effectively communicate with Jail Detainees and supervise Trustees.

II. RESPONSIBILITY:

Incumbent performs repetitive duties involved in the preparation and serving of daily meals to Jail Detainees according to formal meal plans and schedule. Initiative is allowed in determining alternate meals in response to shortages of supplies. Work is reviewed by Head Cook as deemed necessary.

Reports directly to Head Cook.

III. PHYSICAL EFFORT:

Incumbent performs duties which generally involves standing and light to moderate lifting of packaged food and cooking utensils. In most cases, extreme physical effort is either not exerted, or if necessary, exerted for brief durations.

IV. WORKING CONDITIONS:

Incumbent performs duties indoors in the Jail Facility Kitchen and is exposed to normal hazards of jail environment where safety or health may be jeopardized.