

County of Monterey

Sheriff's Correctional Cook I/II

SALARY	\$3,590.00 - \$5,418.00 Monthly	LOCATION	CA 93906, CA
JOB TYPE	Regular Full-Time	JOB NUMBER	24/70K92/01IE
DEPARTMENT	Sheriff-Coroner	DIVISION	Jail Operations and Administration
OPENING DATE	01/29/2024		

Position Description



Open Until Filled
Priority Screening Date: February 23, 2024
Exam #: 24/70K92/01IE

The Sheriff's Office is comprised of the Administration, Corrections and Enforcement Operation Bureaus. The Sheriff's Office delivers public safety to the residents of Monterey County by providing 24-hour uniformed patrol, investigations, custody services, court security, and law enforcement support.

Sheriff's Correctional Cooks are assigned to the Corrections Operations Bureau and works within a 24-hour, 7-day weekly schedule. This position supervises and instructs inmates in the preparation of a wide variety of meals for approximately 920 inmates housed in the Corrections Facility. Sheriff's Correctional Cooks are also responsible for observing and controlling the movement of inmates in restricted areas and assures sharp edged objects and food items are not removed from the kitchen area.

SHERIFF'S CORRECTIONAL COOK I:

The class of Sheriff's Correctional Cook I is at the entry level of this class series. In this class incumbents with journey level experience prepare a large volume of meals and would be expected to learn to train, instruct and supervise adult inmates in food preparation and meal service.

SHERIFF'S CORRECTIONAL COOK II:

The class of Sheriff's Correctional Cook II is a journey level class and is distinguished from the Sheriff's Correctional Cook I in that the former possesses County or State Correctional Facility experience directly supervising, training, and instructing adult inmates in food preparation and meal service.

This classification is part of a flexible series. Incumbents appointed at the lower level of the career series may be promoted to the higher level of the career series subject to their meeting the employment standards for the higher class and a recommendation for their promotion by the appointing authority.

The Eligible List established by this recruitment process may be used County-wide to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

Examples of Duties

SHERIFF'S CORRECTIONAL COOK I:

- Learns to instruct inmates in the process and preparation of meals, use of kitchen equipment, serving and distribution of food in various sections of the jail, adherence to state cleanliness and sanitary standards.
- Learns to observe and control the movement of inmates in restricted areas and assures sharp edged objects, and food items are not removed from the kitchen area.
- Personally, prepares and instructs inmates in the preparation of a wide variety of meats, poultry, fish, vegetables, salads and pastries from scratch.
- Determines the menu and prepares the individual meals for special diets such as diabetics, low fat, low cholesterol, low sodium and liquid.
- Prepares menu production sheets for each meal served; list task assignments necessary to prepare meal; records portion sizes and number of meals served.
- Accounts for knives and meat slicer blades by signing in/out; verifies number and location of all sharpened instruments at the end of each shift.
- Assures that foods are stored properly under correct temperature controls; properly rotates foods and attempts to use government issued products prior to purchased goods.

SHERIFF'S CORRECTIONAL COOK II:

In addition to the level I duties, the level II also includes:

- Instructs inmates in the process and preparation of meals, use of kitchen equipment, serving and staging the distribution of food in various sections of the jail, adherence to state cleanliness and sanitary standards.
- Reviews menus, production schedules and receipts, estimates number of meals to be served; determines if there are sufficient quantities of food ingredients; assures supplementary food items are available to provide additional meals as is necessary.

To view the complete classification descriptions, please visit the County of Monterey website:

[Sheriff's Correctional Cook I \(Download PDF reader\)](#)

[Sheriff's Correctional Cook II \(Download PDF reader\)](#)

THE SUCCESSFUL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

Sheriff's Correctional Cook I:

Working knowledge of:

- Methods, procedures, cooking terms and equipment involved in the large-scale preparation of food.
- Health and safety hazards in institutional food preparation and of necessary precautionary measures.
- Methods, procedures and techniques of receiving, inspecting, storing and issuing food and supplies.

Skill and Ability to:

- Prepare and cook food in large quantities, serving approximately 1,200 meals or more per shift.
- Supervise, train and utilize inmate workers effectively and appropriately within a correctional facility environment.
- Coordinate a large volume of meals being served simultaneously at several locations within the Sheriff's Correctional Facility.
- Prepare modified diet plans and meals in accordance with Minimum Jail Standards nutritional requirements.
- Understand, follow and enforce specific, detailed instructions, rules and regulations.
- Read, understand and speak English in order to follow recipes and convey instructions to staff.
- Estimate in advance, the food and supply requirements for a non-stable population.
- Make arithmetical calculations in order to adjust recipe serving portions.
- Prepare and maintain appropriate records and reports.
- Establish and maintain effective working relationships with co-workers and inmates.

Sheriff's Correctional Cook II:

In addition to the level I knowledge, skills and abilities, the level II also includes:

Thorough knowledge of:

- Departmental rules and regulations necessary in the observation and control of the movement of inmates in restricted areas; issuance of sharp edge objects; and issues regarding personal and officer safety.

Working knowledge of:

- Inventory control methods and procedures.
- Cost containment measure related to institutional food service.

Skill and Ability to:

- Practice safety and security measures while supervising, training and utilizing inmate workers effectively and appropriately within a correctional facility environment.
- Proper use of handheld radios.

Examples of Experience/Education/Training

Any combination of training, education, and/or experience which provides for the knowledge, skills, and abilities required to perform the duties listed above is qualifying. An example of a way these requirements might be acquired is:

Sheriff's Correctional Cook I:Experience

Approximately two or more years of journey level work experience preparing, cooking and serving meals in large quantities in an institutional kitchen.

Sheriff's Correctional Cook IIExperience

Approximately two or more years of journey level work experience preparing, cooking and serving meals in large quantities in an institutional kitchen.

AND

A minimum of nine months of work experience directly supervising; instructing and training adult inmates in food preparation and meal service.

Additional Information**CONDITIONS OF EMPLOYMENT**

The required conditions of employment include, but are not limited to the following:

- Possess and maintain a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority.
- Work effectively in stressful conditions training and supervising potentially hostile individuals in a correctional facility environment.
- Remain calm and organized while preparing large volume of meals (approximately 1,200 or more per shift) under time critical deadlines, i.e., court schedules, transportation schedules for inmate movement to State Correctional Facilities.
- Walk into freezers and coolers to monitor inmate workers where temperatures range from 3 to 39 degrees.
- Understand the fundamentals of kitchen equipment and how to safely operate kettle, ovens, stove, mixer, proofer tilt fryer etc.
- Must have sufficient strength to pull, push and lift objects sometimes weighing up to 50 lbs.
- Successfully pass a complete and thorough background investigation, which includes a voice stress analysis or polygraph examination.
- Be available to work a flexible schedule, including evenings, weekends, holidays, and may be subject to call back, and during times of disaster and/or emergency.

BENEFITS:

The County of Monterey offers an excellent benefits package. Please visit our website to view the [Unit J Benefit Summary Sheet](#). This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding (MOU) prevail over this listing.

NOTES:

As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

Application and Selection Procedures**Apply On-Line at**

<https://www.governmentjobs.com/careers/montereycounty>



Or

Hard copy applications may be obtained from and submitted during normal business hours,

Monday – Friday, 8:00 AM - 5:00 PM by contacting:

Monterey County Sheriff's Office

Attn: Human Resources

1414 Natividad Road

Salinas, CA 93906

Phone: (831) 755-5129 Fax: (831) 775-8033

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**

All application materials must be received by the priority screen date for a guaranteed review. Applicants who fail to provide all required materials by the final filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process.

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION

County of Monterey is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. County of Monterey is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Irene Espinoza, Human Resources Analyst, at (831) 755-5129, or espinozai@co.monterey.ca.us.

Agency

County of Monterey

Sheriff's Correctional Cook I/II Supplemental Questionnaire

*QUESTION 1

Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application. I have read and understand these instructions.

☐ Yes

☐ No

*QUESTION 2

What position are you applying for?

☐ Sheriff's Correctional Cook I *Please answer questions 3-5.

☐ Sheriff's Correctional Cook II *Please answer all questions.

☐ Both

*QUESTION 3

Please describe your education, training, and/or experience that demonstrates your knowledge, skill, and ability to prepare meals for large groups of people.

*QUESTION 4

Please describe your education, training, and/or experience that demonstrates your knowledge, skill, and ability to meet critical deadlines and multi-task while working in a kitchen.

*QUESTION 5

Please describe your education, training, and/or experience that demonstrates your knowledge, skill and ability to use various types of kitchen equipment and tools.

*QUESTION 6

Please describe your education, training, and/or experience that demonstrates your knowledge, skill and ability to supervise, train and instruct others on the preparation of a wide variety of food.

* Required Question