

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

**EMPLOYEE JOB DESCRIPTION**  
**SHERIFF'S DEPARTMENT**

**JOB IDENTIFICATION:** COOK

TITLE OF SUPERVISOR: JAIL ADMINISTRATOR, LT. CO, CHIEF DEPUTY, & SHERIFF  
NORMAL WORK SCHEDULE: 40 HOURS PER WEEK, VARYING  
FSLA STATUS: NONEXEMPT

**JOB SUMMARY:**

THIS POSITION INVOLVES OVERSEEING AND SUPERVISING COOKING FOR INMATES, ORDERING FOOD AND CUSTODIAL SUPPLIES FOR THE KITCHEN. TRUSTEES ASSIST IN PREPARING MEALS FOR INMATES.

**JOB DUTIES:**

**ESSENTIAL DUTIES:**

ORDERING FOOD AND CUSTODIAL SUPPLIES  
PLANNING AND PREPARING MEALS  
SUPERVISING TRUSTEES WHO WORK IN THE KITCHEN  
MAINTAINING CLEANLINESS IN THE KITCHEN WITH ALL COOKING UTENSILS AND CONTENTS  
ANY OTHER DUTIES ASSIGNED BY THE SHERIFF OR HIS REPRESENTATIVES

**PHYSICAL REQUIREMENTS:**

INCLUDES PRIMARILY STANDING, WALKING AND SOME SITTING

**WORKING CONDITIONS:**

WORK IS DONE INDOORS WITH PRISON TRUSTEES

**QUALIFICATIONS:**

**EDUCATION REQUIRED:**

KNOWLEDGE TO FOLLOW MENU REQUIRED BY STATE OF TENNESSEE

**EXPERIENCE:**

COOKING SKILLS

**SPECIAL SKILLS:**

BASIC UNDERSTANDING OF COOKING AND HOW TO PREPARE FOOD FOR LARGE NUMBER OF PEOPLE

**CONTACT WITH OTHERS:**

DAILY CONTACT WITH PERSONNEL, SHERIFF, OFFICERS, CORRECTIONAL OFFICERS, INMATES/TRUSTEES, AND GENERAL PUBLIC

**LICENSES AND CERTIFICATES:**

NONE REQUIRED

EMPLOYEE:

DATE

DATE

THIS POSITION REQUIRES a 6-MONTH PROBATIONARY PERIOD