

**Worcester County
Job Opportunities**

DEPARTMENT: WORCESTER COUNTY JAIL
JOB TITLE: CORRECTIONAL OFFICER - COOK
COMPENSATION: NON-CERTIFIED GRADE 17 SHIFT/STEP 1 \$43,701 Annually/\$21.01 Hourly
CERTIFIED GRADE 18 SHIFT/STEP 1 \$45,864 Annually/\$22.05 Hourly
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will be responsible for the supervision of inmates and trustees working in the kitchen, preparation and service of meals for inmates as well as a variety of tasks necessary for the maintenance and cleanliness of the kitchen area. This individual will report to the Classification and Services Supervisor, but will be under the direct leadership of the Warden.

MARYLAND STATE RETIREMENT: This position will automatically participate in the Maryland State Retirement System. Membership is mandatory for employees that work over 500 budgeted hours in the fiscal year. As a member, 5% of your budgeted annual salary will be calculated, divided by 26 and deducted from your biweekly paycheck and sent to your account at Maryland State Retirement System

GENERAL REQUIREMENTS:

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check, including fingerprinting, and motor vehicle history
- Pre-employment Physical Fitness Screen & Assessment
- Successfully pass a pre-placement Physical Examination
- Undergo and successfully pass psychological testing

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Prepares menus and meals provided by the dietician for the inmates as well as selecting ingredients for specific foods and special menus;
- Supervises and directs inmates or trustees, when assigned to the kitchen as helpers;
- Maintains hygiene of kitchen and proper operation of kitchen and equipment;
- Responsible for maintaining daily log of kitchen utensils;
- Follow policies and procedures as outlined in the manual for the Worcester County Jail;
- Provides security and welfare for the inmate assigned to kitchen;
- Adhere to the Worcester County Government Personnel Rules & Regulations;
- All other duties assigned.

QUALIFICATIONS AND SKILLS:

- Oral and written communication skills to communicate sufficient to follow written instructions required in food preparation and effectively communicate with authorities, coworkers and inmates;
- Working knowledge of the methods, materials and equipment used in the selection and preparation of foods in an institutional environment;
- Knowledge of the hazards and safety precautions pertaining to kitchen equipment and general working areas in an institutional environment;
- Must possess a High School Diploma or GED equivalent;
- Must be certified by the Maryland Commission of Corrections within 12 months of employment;
- Ability to frequently walk, bend, stoop, lift and carry heavy objects up to 40 lbs.
- Valid driver's license and driving record of less than 4 points (MD).
- Must be 21 years of age.

KNOWN HAZARDS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Frequent Exposure: Standing and walking for long periods. Exposure to inmates with physical, mental and emotional limitations including contagious diseases and loss of control of bodily functions. Occasional: Sitting, running, bending, kneeling stretching and reaching. Rare: A high level of physical exertion is required to lift or restrain inmates. Other: A generally hostile environment is created by inmates using obscene language, gestures and behavior. Officers are required to perform body searches of prisoners including unclothed searches.