



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Kitchen Cook- Part-time

Sheriff's Department

Wage: \$17.13/hour

Opening date: 03/26/2025

Closing date: Open until filled

JOB SUMMARY

This position is responsible for the preparation and service of meals to inmates at the Brown County Jail.

MAJOR DUTIES

- Purchases food supplies from contracted providers.
- Maintains kitchen inventory of equipment, supplies, and food items.
- Prepares meals for inmates and staff.
- Stores food in designated areas.
- Cleans and sanitizes work areas, equipment, and utensils.
- Washes and sanitizes dishes and pans.
- Prepares food for special diets.
- Ensures compliance with temperature and other food safety guidelines.
- Directs the work of part-time staff and inmate workers.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods of preparing meals in quantity lots.
- Knowledge of cooking times and temperatures of various foods.
- Knowledge of the principles of personal and food sanitation.
- Skill in the preparation and serving of food.

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- Skill in cleaning and sanitizing kitchens and kitchen tools and equipment.
- Skill in maintaining routine records.
- Skill in prioritizing and planning.

SUPERVISORY CONTROLS

The Jail Administrator assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Serve Safe guidelines, dietary guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related food preparation duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to prepare food for jail inmates and staff. Successful performance helps ensure the provision of nutritious meals.

CONTACTS

- Contacts are typically with coworkers, inmates, vendors, delivery persons, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, utilizes equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in a kitchen. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

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- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain Serve Safe certification.

APPLY BY

Submit Brown County application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov
Allison.Tunheim@browncounty.sd.gov