

**Knox County Sheriff's Office
Position Description**

ASSISTANT KITCHEN MANAGER

Date of last revision: July 2015

Job Code:

Job Grade: 3

FLSA Status: Non-exempt

Division:

Reports to: Kitchen Manager

X Civilian position	Corrections position	Law enforcement position
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Position Summary

The Assistant Kitchen Manager has the primary responsibility to assist the Kitchen Manager with food preparation and feeding of prisoners.

Required Duties

The following are required duties of this position:

1. Places orders for food and supplies as assigned by the Kitchen Manager.
2. Assists in taking inventory of food and supplies.
3. Maintains records of food and supply invoices.
4. Develops and distributes reports.
5. Assists in daily clean up of food preparation and feeding areas.
6. Required to self-report any prior or future PREA misconduct involving sexual abuse/ sexual harassment. Failure to report or false reporting of PREA misconduct is grounds for immediate termination.
7. Meet PREA First Responder guidelines.
8. Other duties as assigned.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent.

Experience Required

The following experience is required for this position:

1. Some experience in the food handling industry is preferred.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to input and retrieve information from a computer.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically able to operate a variety of food preparation utensils and equipment.
2. Must maintain the ability to work any hours, any shift and any days off during your career.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment
2. Food preparation equipment

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