



**MATTHEW B. TREGLIA - Sheriff, Allen County**

**333 N. Main Street, P.O. Box 1243, Lima, Ohio 45802-1243, (419) 227-3535**

**Job Description**  
**Allen County Sheriff's Office**  
**Corrections Division**

**Division:** Corrections  
**Position:** Part Time Cook  
**Probation:** One (1) Year

**Education:**

High School Graduate or GED  
Course work in culinary arts preferred but not mandatory

**Experience:**

Training and/or experience in food prep in a restaurant or institutional setting  
Training and/or experience in weights and measures as they apply to food service

**Qualifications:**

An essential element of this position is that the employee has regular and predictable attendance

Completion of training and work experience, which indicates possession of the skills, knowledge and abilities, listed below:

Previous position held in which the handling and preparation of food was primary or secondary responsibility

Previous training and/or employment in which the requirements set forth in the experience section above has been met

## **Responsibilities:**

Be on duty in the prescribed uniform, and be mentally, emotionally, and physically prepared to perform all required duties

Maintain a clean and professional appearance while on duty

Complete and distribute all reports or necessary paperwork before the end of shift

Maintain sensitivity and provide equality to all races, religions, sexes, and culture groups that work in the kitchen

Establish and maintain positive, effective working relations with co-workers, and supervisors

Be capable of lifting items weighing up to (20) twenty pounds

Be physically fit to withstand the rigors of standing for extended periods

Follow and enforce all policies and procedures of the Food Service and Allen County Sheriffs Office

Any other related duties as assigned by the Head Cook, Jail Administrator, or the Sheriff

Removal can be with or without fault to the jobholder or the agency. Economic conditions that cause reductions in work force, the member's ability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position, or consistent failure to perform competently on regular tasks are the major reasons for job removal without fault. Failure to support the agency type mission, uphold the oath of office, behave in a manner that supports our Professional Code of Ethics, continually comply with preconditions for original employment, or to display due regard for the civil liberties of any persons will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

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Date

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Signature