

JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Cook is responsible for assisting in planning, preparing, and serving nutritious, high-quality meals to juvenile residents in a safe, cost-effective, and sanitary manner.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Varies

SHIFT

Varies based on shift

LOCATION

Juvenile Justice Complex

REPORTS TO

Kitchen Supervisor - Cook

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)
Stand for extended periods, bend,
and perform repetitive physical tasks
in a fast-paced kitchen environment.

WORK ENVIRONMENT

Work in a secure, institutional kitchen
setting within a juvenile facility,
involving exposure to heat, cleaning
chemicals, and routine interaction
with youth residents and staff.

EMERGENCY EVENTS

May be required to work during
emergency events.

REQUIREMENTS

Pass a Louisiana State Police Criminal
Background Check and
Abuse/Neglect Background Check

Strong desire to work with troubled
youth in an energetic and positive
manner.

In this role, the incumbent is required to ensure compliance with health regulations and facility protocols while maintaining cleanliness and efficiency in all kitchen and dining operations.

The Cook works closely with the facility nutritionist and is committed to supporting the health and well-being of youth in custody through proper food service and safe food handling practices.

JOB DUTIES

- Plan and prepare nutritious, high-quality meals in accordance with menus developed in collaboration with a licensed nutritionist.
- Serve meals to juvenile residents in a respectful, orderly, and timely manner.
- Utilize batch cooking methods to preserve food quality and nutritional value and arrange food attractively in serving containers.
- Practice safe food handling techniques during food preparation, service, and storage, in compliance with Louisiana Board of Health regulations.
- Maintain proper personal hygiene and adhere to facility dress code standards, including the use of gloves, aprons, closed-toe shoes, hair restraints, and handwashing protocols.
- Operate and maintain kitchen equipment safely and correctly, including ovens, steam tables, can openers, dishwashers, and other appliances.
- Wash, sanitize, and store dishes and utensils using the three-compartment sink method and dishwashing equipment.
- Clean and sanitize all kitchen and dining areas, including surfaces, steam lines, garbage cans, floors, and food prep areas.
- Perform routine maintenance cleaning tasks such as mopping, wiping down doors, shining stainless steel appliances, and deep cleaning cookware and cooler racks.
- Receive, inspect, and properly store food and supply deliveries; monitor inventory levels and expiration dates; and restock supplies as needed.
- Maintain accurate daily records of menus and food served.
- Attend required training sessions, including ethics, food safety, and sexual harassment prevention, and apply learned practices on the job.
- Participate in staff meetings and communicate effectively with other departments to support the facility's overall operations.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates accountability and professionalism in the kitchen, setting a positive example through consistent adherence to safety, hygiene, and facility protocols.
- **Time Management:** Prioritizes meal preparation, cleaning, and supply management tasks to ensure timely food service within scheduled shift hours. Must be able to prioritize tasks and adhere to schedules.
- **Analytical Skills:** Uses sound judgment to interpret menus, assess inventory levels, monitor food safety, and adjust portions or processes based on facility needs.
- **Communication Skills:** Strong verbal and written communication skills to clearly and respectfully communicate with staff, supervisors, and residents to coordinate food service and report concerns or needs.
- **Organizational Skills:** Ability to maintain an orderly kitchen environment by managing inventory, documentation, cleaning schedules, and proper food storage systematically.
- **Technical Skills:** Operates and maintains commercial kitchen equipment safely and efficiently while following food safety standards and preparation procedures.
- **Qualifications:**
 - High school diploma or GED certification required.
 - Must have two (2) years of experience in food production or cooking.

