

Seneca County Correctional Facility

Post Order

Inmate Worker Status #1/Food Service

<u>Location:</u>	Kitchen	Days: Monday – Sunday
<u>Equipment:</u>	Complete Uniform Food Carts/Accessories	Head and hand coverings

General Instructions

1. Be in uniform for duty assignment.
2. Receive briefing from the Head Cook.
3. Draw necessary equipment.
4. Read and implement post orders.
5. Follow all written and verbal orders.
6. Perform duties as designated by the Head Cook.

Scheduled Duties

1. Report to designated area in accordance with schedule in policy “Inmate Workers”:
 - 5:30 A.M. – Breakfast
 - 10:15 A.M. – Lunch
 - 3:45 P.M. – Dinner
2. Deliver meals to housing units at scheduled times:
 - 6:15 A.M. – Breakfast
 - 11: 15 A.M. – Lunch
 - 4:45 P.M. – Dinner
3. Return carts and trays to kitchen at the completion of each meal.

4. Ensure garbage is collected from each housing unit at the completion of the evening meal.
5. Ensure all garbage is taken out to the dumpsters at the completion of the evening kitchen clean up.

Non-Scheduled Duties

1. Wash all food carts, trays and utensils.
2. Return all food service tools to their proper places after use.
3. Always maintain an acceptable level of hygiene.
4. Assist in receiving deliveries from the loading dock and stocking shelves and refrigerated units.
5. Notify the Head Cook of any unit defects, maintenance or repair issues, or for the need of supplies.
6. Ensure the entire kitchen area remains clean.
7. Perform duties as directed by the Shift Supervisor or other officers.