



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:            INSTITUTIONAL COOK**

**DEFINITION:** Under general supervision, oversees and participates in the preparation and distribution of meals at the City jail.

**EXAMPLES OF DUTIES:**

- Directs and trains inmates assigned to the kitchen;
- Oversees and participates in the preparation, cooking and distribution of meals, and cleaning of kitchen and dining areas, equipment, and utensils;
- Estimates food quantity;
- Complies with procedures regarding safety, security and sanitation;
- Prepares simple reports and maintains records;
- Acts in the absence of Chief Cook;
- May determine daily meal count;
- May order, receive, store or account for food and supplies;
- Performs other duties as required.

**MINIMUM REQUIREMENTS:**

Two years of recent full-time, journey-level experience in quantity food preparation and cooking of complete meals at an institution, restaurant, hotel, or similar establishment; and a good knowledge of sanitation, cleaning and safety rules and procedures.

Must be willing to work irregular hours, weekends and holidays as required.

**HISTORY:**

Revision of Classification Specification dated 07/01/77.

Approval/Adoption Dates: 07/01/84 - Human Resources Department