



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Kitchen Cook

Sheriff's Department

Wage: \$17.13/hour

Opening date: 04/09/2025

Closing date: Open until filled

### JOB SUMMARY

This position is responsible for the preparation and service of meals to inmates at the Brown County Jail.

### MAJOR DUTIES

- Purchases food supplies from contracted providers.
- Maintains kitchen inventory of equipment, supplies, and food items.
- Prepares meals for inmates and staff.
- Stores food in designated areas.
- Cleans and sanitizes work areas, equipment, and utensils.
- Washes and sanitizes dishes and pans.
- Prepares food for special diets.
- Ensures compliance with temperature and other food safety guidelines.
- Directs the work of part-time staff and inmate workers.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods of preparing meals in quantity lots.
- Knowledge of cooking times and temperatures of various foods.
- Knowledge of the principles of personal and food sanitation.
- Skill in the preparation and serving of food.

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- Skill in cleaning and sanitizing kitchens and kitchen tools and equipment.
- Skill in maintaining routine records.
- Skill in prioritizing and planning.

## SUPERVISORY CONTROLS

The Jail Administrator assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include Serve Safe guidelines, dietary guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related food preparation duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to prepare food for jail inmates and staff. Successful performance helps ensure the provision of nutritious meals.

## CONTACTS

- Contacts are typically with coworkers, inmates, vendors, delivery persons, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, utilizes equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in a kitchen. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

## MINIMUM QUALIFICATIONS

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- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain Serve Safe certification.

**APPLY BY**

Submit Brown County application to:

Brown County  
Human Resources  
25 Market St.  
Aberdeen, SD 57401

Fax: 605.725.2355

Email: [Humanresources@browncounty.sd.gov](mailto:Humanresources@browncounty.sd.gov)

[Allison.Tunheim@browncounty.sd.gov](mailto:Allison.Tunheim@browncounty.sd.gov)