

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

**CHAPTER 11 - POST ORDERS**  
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**CHIEF COOK**

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**GENERAL INFORMATION**

- . The Chief Cook is responsible for supervising the operation of the facility's kitchen and staff.
- . The Chief Cook supervises the preparation, quality and proper proportioning of inmate meals.
- . The Chief Cook is supervised by the Food Services Manager.

**SPECIFIC POST ORDERS**

1. Direct and supervise all jail cooks in kitchen operations.
2. Direct and supervise inmate workers in kitchen equipment operation, food preparation and sanitation duties in the kitchen.
3. Inventory all food stuffs being stored. Maintain order and inventory records.
4. Submit scheduling of jail cooks to the Food Services Manager.
5. Conduct daily inspections of kitchen equipment and systems.
6. Maintain inmate movement cards and conduct counts of inmate workers.
7. Prepare and ensure quality of food for Jail Staff, Sheriff's Records Section and County Communications.
8. Transport Civic Center meals in a timely manner.
9. Maintain a clean and sanitary environment for both the kitchen and staff dining areas.
10. Report and document all emergency situations and significant incidents.
11. Service grease traps and chemical dispensing systems as needed.
12. Follow the prepared menu plans.

**REQUIRED EQUIPMENT**

1. Personal alarm transmitter
2. Keys Required