



Sheriff Timothy J. Parker
Hillsdale County Sheriff's Office

165 W. Fayette St. * Hillsdale, MI 49242 * 517-437-7317 * Fax 517-437-0822

Carl Albright
Undersheriff

Part-time Jail Cooks Responsibilities

1. The Part-time Cooks shall report directly to the Jail Kitchen Supervisor.
2. The Part-time Cooks hours will normally consist of Monday-Friday 5:00 a.m.-8:00 a.m. Saturday and Sunday 6:30 a.m.-12:00 p.m. and 3:30 p.m.-6:00 p.m. (summer hours may vary)
3. The Part-time Cooks shall cover Official County Holidays.
3. The Part-time Cooks are responsible for covering time-off for the Kitchen Supervisor. Failure to do so may result in discipline.
4. The Part-time Cooks will normally work 6:00 a.m. - 12:00 p.m. & 3:00 p.m. - 6:00 p.m. when covering for the Kitchen Supervisor.
5. The Part-time Cooks shall send all Time-Off Requests to the Kitchen Supervisor.
6. The Part-time Cooks shall be responsible for all duties assigned by the Kitchen Supervisor.
7. The Part-time Cooks shall be responsible for adhering to Jail Policy JD-21 (Feeding.)
8. The Part-time Cooks shall be ServSafe Certified.
9. The Part-time Cooks shall get permission from the Kitchen Supervisor prior to any change in hours worked.

Part-time Cook Signature

Kitchen Supervisor Signature

MARNEY M. KAST
COUNTY CLERK
2017 MAR 28 PM 2:30

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Jail Administrator

Date