

**ROCKWALL COUNTY**  
**Detention Center**  
**Detention Officer – Quartermaster**

**Salary: \$35, 690 annually**

**SUMMARY:** The purpose of this position is to supervise inmate workers; ensure inmate workers perform tasks according to food safety standards; to maintain a safe working environment for officers and inmates and ensure food is prepared in accordance with Food Safety Standards. This is accomplished by maintaining awareness of and following laws and regulations of food safety standards, Texas jail standards and department policies and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Trains kitchen officers on the proper operation of kitchen, laundry and custodial areas of the jail to ensure safety and sanitation guidelines are met.
- Conducts inspections of jail, checking for cleanliness and proper food handling practices.
- Trains inmate workers on the proper way to clean, do laundry, prepare and store food.
- Oversees and/or assists inmate workers with food and beverage items.
- Assists the supervisor in the oversight and preparation of food and beverage items.
- Maintains inventory of food, cleaning products, laundry supplies and personal hygiene products.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Cleans utensils, equipment, and the storage, food preparation, serving and eating areas to maintain sanitary conditions and meet health and safety requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting mandated nutritional requirements, projected meal requirements and minimizing waste.
- Inspects food items and/or supplies received for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Monitors kitchen areas for the purpose of ensuring a safe work environment.
- Records equipment malfunctions for the purpose of maintaining equipment in a safe working order.
- Stocks food, condiments and supplies to maintain adequate quantities and security of items.
- Assists the supervisor in the oversight and preparation of food and beverage items (e.g. transport preparation, temperature monitoring etc.) for purpose of ensuring department objectives are achieved.
- Performs coverage for other positions within area of responsibility for the purpose of ensuring overall coverage of food service operations.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

This position has no supervisory or budget responsibility.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of rules, regulations, policies and procedures involved in the daily operation and control of county jail facility.
- Ability to understand multi-step written and oral instructions.

- Knowledge of health and safety standards; cooking; and safety practices and procedures.
- Ability to communicate with diverse groups; set priorities; work with inmates and establish and maintain effective working relationships as a part of a team.
- Ability to perform basic math, including calculations, percent's and/or ratios.
- Ability to operate kitchen and laundry appliances such as tilt cooker, mixer, coffee machine, flat top grill, ice machine, dishwasher, washer, dryer, floor buffer, floor viper and oven.
- Knowledge of computer software, such JMS, Keefe Commissary Network, Securus, Microsoft Word, Excel, and Outlook.

### **MINIMUM QUALIFICATIONS:**

- Applicants for Detention Officer position(s) must be at least 18 years of age on the date of employment.
- Applicants must be a high school graduate or have passed a General Education Development (GED) test indicating high school graduation level.
- Applicants must be a U.S. citizen and a resident of the contiguous United States for a period of time sufficient to conduct a comprehensive background investigation. Consideration given for military overseas assignments.
- If a military veteran, applicant must not have been discharged from any military service under less than honorable conditions and must not have been convicted of any court-martial higher than a summary.
- Applicant must pass all phases as required for the position being sought.
- Applicant must possess a current valid Texas driver's license. (Out of state applicants accepted, but current valid Texas driver's license is required at time employment begins)
- No Felony convictions.
- No Misdemeanor (A) convictions.
- No Misdemeanor (B) convictions in last ten years.
- No family violence convictions including Class (C).
- Applicants must have a favorable employment history. All information given regarding past employment will be thoroughly checked.
- Applicants must be eligible for licensing by the Texas Commission on Law Enforcement (TCOLE) if not presently licensed. The applicant must attend a 96 hour Jailer Certification course in order to receive their Jailer License. The course must be taken within one year of employment with the Rockwall County Sheriff's Department.
- Applicants should have good communication and computer skills and also demonstrate comprehensive reading and comprehension skills.
- Most positions will require working a 12 hour shift, with shifts being 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m. Shifts operate on a rotating schedule of days off consisting of 2 days on and 3 days off, 3 days on and 2 days off. (Subject to change)
- Applicants must be able to work all shifts, holidays, and weekends.
- Ability to successfully complete a food safety course and obtain food safety certification.

### **WORKING CONDITIONS:**

Position works in an office, warehouse, recreation center, kitchen, and jail environment with daily exposure to environmental conditions. Exposure to health and safety conditions is constant. Required protective equipment includes oven mitts, gloves, caps, and fire extinguisher. Frequently, standing, walking, reaching, pushing/pulling, bending, and talking are required. Occasionally, fine dexterity, lifting, carrying, sitting, kneeling, crouching and twisting are required.

### **CONDITIONS OF EMPLOYMENT:**

- Must be available to work a flexible schedule, including weekends, holidays and in emergency situations as needed.

- Must successfully complete a pre-employment drug screen.
- Must successfully complete a background investigation.

## **APPLICATION PROCESS:**

The Detention Division Application is a two-step process. Please follow the instructions for the Detention Division applications available on the Rockwall County website at [www.rockwallcountytexas.com](http://www.rockwallcountytexas.com) under Employment/Application Process/Application Forms/All Detention Division Applicants.

Detention Division applications are also available at the Rockwall County Sheriff's Office (972 T.L. Townsend Drive, Rockwall, TX 75087).

Return applications by the closing date either in person or mail to: Rockwall County Sheriff's Office/Detention Division, 950 T.L. Townsend Drive, Rockwall, TX 75087. Faxed or emailed applications will not be considered.

\*Job offers are contingent upon successful completion of pre-employment drug testing and background investigation.

A current Rockwall County employee interested in applying for this position must complete and submit an Application for Promotion/Transfer form (APT) which is available in HR or on the Rockwall County website under Application Process. Additionally, this position will require the two-step application process. Please follow the instructions above for the Detention Division applications process.

**Closing Date: Open Until Filled**