

YATES COUNTY DEPARTMENT OF CIVIL SERVICE

417 Liberty Street

Penn Yan, NY 14527

NOTICE OF VACANCY

TITLE: Cook

HOURLY RATE: *12.93/hr Weekends and Holidays
*10.93/hr Weekdays

TYPE OF APPOINTMENT: Part Time

GROUP: N/A

LOCATION: Jail

NEGOTIATING UNIT: None

POSTED: March 30th, 2017

REMOVE: April 28th, 2017

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for the preparation, cooking and serving of meals for inmates for the County jail. The work is performed according to established procedures under the direct supervision of the Jail Cook Manager, with considerable responsibility for the exercise of independent judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares, cooks and serves meals for jail inmates and personnel;
May bake cakes, pies, rolls and a variety of cookies and other pastries;
Cuts, cleans and dresses meat, fish and poultry;
Adheres to all safety procedures when utilizing kitchen equipment and appliances;
Follows procedures for weighing and food, and ensures portion control;
Follows proper procedures for sealing, labeling, and storing food, including rotating food;
Responsible for the overall cleanliness of the kitchen, all storage areas and the cook restroom;
Cleans all food service tables and kitchen utensils, maintains and cleans ovens or ranges on a prescribed schedule;
May operate washing and drying equipment, and assist with prison laundry services;
Maintains food production records on a daily, meal to meal basis;
Records all freezer and walk-in cooler temperatures and reports any temperature problems as instructed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods of preparing, cooking and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; good social and general intelligence; good powers of observation; working knowledge of first aid methods; ability to understand and carry out complex oral and written directions and recipes; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school; or possession of a high school equivalency diploma and a minimum of one (1) year full-time or equivalent part-time paid experience in the area of food preparation, cooking methods, sanitation and experience in serving of meals on a large scale basis.

Submit completed application to Yates County Personnel Department, Yates County Office Building, 417 Liberty Street, Penn Yan, and NY 14527 prior to deadline.