



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: Cook (County)

DEPARTMENT: Office of Sheriff

RATE OF PAY: \$16.09/HR

TYPE: Permanent, Full-Time Position

SCHEDULE: Work 4 days on, 2 days off.

HOURS: Alternating shifts of 4AM-12:30PM and 9AM-5:30PM.

NOTE: Appointment pending pre-placement drug and medical screening and thorough background check.

JOB SPECIFICATION:

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an employee of this class performs routine cooking in the large production of meals in a correctional facility. Work is performed under the general direction of the Jail Cook Manager following set departmental policies and procedures. Supervision may be exercised over a small number of inmate helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and serves meals in the county jail and other meals as required;
Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other food;
Bakes cakes, pies, rolls and a variety of other pastries;
Apportions food to food carts and trays;
Operates standard cooking equipment;
Supervises the proper storage of food;
Supervises a number of inmate helpers in maintaining the kitchen in a clean and sanitary condition;
Assigns inmate helpers to kitchen tasks in preparation of foods and cleaning of facilities;
Supervises and assists in the training of inmate helpers;
Teaches the cooking trade to those inmates assigned;
Accounts for all silverware, dishes, foodstuffs and supplies;

Prepares and serves menus in accordance with dietary laws where applicable.
May, on occasion, assist in the searching, guarding and care of prisoners in the cell blocks;
Keeps simple related records;
Prepares employee time cards;
Prints, tallies, and corrects automated selective menus;
Prepares production schedules;
Performs computerized nutritional analysis of menus as needed;
Does routine diet changes when in charge of kitchen;
Does quality assurance monitoring;
Inputs and references data on computerized patient cardex as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of use of modern methods of and equipment used in the preparation of food in large quantities; good knowledge of quality and grades of food supplies; ability to prepare and cook food in large quantities; ability to plan and supervise the work of others; excellent moral character; ability to get along well with others; ability to understand and follow oral and written directions; ability to lift items up to 50 pounds from floor level; ability to stand and walk for long periods of time with intermittent breaks; willingness to work a non-standard workday, weekends and holidays; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. One year of full-time paid experience, or its part-time equivalent, in large-scale cooking; OR
2. Three years of full-time paid experience, or its part-time equivalent, assisting in large-scale cooking; OR
3. An equivalent combination of experience as noted in (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Must possess a valid NYS driver's license at the time of appointment and maintain such license for the duration of employment.

NOTE: Experience as a short-order cook or in a facility serving a limited population or menu does NOT qualify as large-scale cooking.

NOTE: Must be willing to submit to a personal history and criminal background investigation.