



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 OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

COOK
(COUNTY)

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.

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COOK (COUNTY)

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.

APPROVED: DECEMBER 5, 2018

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE