



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: \$18.49/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 screen and thorough background check.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from high school, or higher, or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its part-time equivalent, in food preparation; OR
2. Graduation from a post-secondary vocational/technical institute with a certificate in culinary arts, food service/preparation or a closely related field; OR
3. An equivalent combination of education and experience as defined in (1) and (2) above.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

- 1) Must possess a valid NYS driver's license at the time of appointment and maintain such license for the duration of employment.
- 2) Criminal background investigation and drug screening.

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 Cook-Manager I following set departmental policies and procedures. While overall staff supervision and menu planning is carried out by a higher-level food service supervisor, oversight be exercised over 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;
Oversee inmate helpers and participates in maintaining the kitchen in a clean and sanitary condition;
Assigns inmate helpers to kitchen tasks in preparation of foods and cleaning of facilities;
Oversees and assists in the training of inmate helpers;
Accounts for all silverware, dishes, foodstuffs and supplies;
Keeps simple related records;
Does routine diet changes when in charge of kitchen;
Does quality assurance monitoring.

TO APPLY:

Visit <https://ontario-portal.mycivilservice.com/>

EOE