



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.co.ontario.ny.us](http://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 #:** 25-001      **POSTING DATE\*: FROM:** 12/20/24      **TO:** 12/31/25

**JOB TITLE:** Cook (County) (DBL)

**RATE OF PAY:** \$24.26/hr.

**LOCATION:** Ontario County

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.  
 MINIMUM QUALIFICATIONS: EITHER:  
 1. Graduation from high school, or higher, or possession of a high school equivalency diploma and six (6) months 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,  
 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.

**APPLICATION DEADLINE / LAST FILING DATE\*:** until filled

\* 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

Position will be filled on a Temporary basis not to exceed 90 days.

COOK (COUNTY)

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from high school, or higher, or possession of a high school equivalency diploma and six (6) months 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.

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.

APPROVED: DECEMBER 5, 2018

REVISED: 4/19/23; 4/27/23; 11/30/23

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE