



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Cook – Jail (Sheriff's Department)  
\$12.001 per hour**

**\*\*This is a part-time position and offers no health insurance benefit\*\***

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

These duties involve responsibility for the preparation and cooking of a variety of food. In large kitchens a cook usually has responsibility for one part of a meal, such as the meat course, or vegetables or pastries and desserts. In a small kitchen a cook may supervise the cooking of an entire meal and in some cases may have charge of the entire kitchen operation. This position is distinguished from that of Senior Food Service Helper by the more extensive and involved cooking responsibilities. Supervision may be exercised over the work of subordinate food service employees.

### **MINIMUM QUALIFICATIONS:**

Two years of experience in large scale cooking; or any equivalent combination of experience and training.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:

**October 31, 2018, or until  
position filled**

**TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other food;

Bakes cakes, pies, rolls and a variety of other pastries;

Cuts, cleans and dresses meat, fish and poultry;

Determines amount of foods to be prepared to meet menu requirements;

Is responsible for maintaining cleanliness and sanitation of working areas, utensils, and kitchen equipment;

Confers with others regarding menus and estimates of food requirements;

Supervises the proper storing of food;

Supervises the work of Food Service Helpers in the preparation of food, and the cleaning of tables, kitchen utensils, stoves and kitchens;

Keeps records and makes reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & 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; ability to plan with a view to economize and efficiently use supplies, equipment and food; ability to follow oral and written directions and recipes; physical strength and stamina; good physical condition.

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