



***Seneca County
Personnel Department***

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1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR ASSISTANT COOK

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB

DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute).

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter any of the following as your response:

- Romulus Central School District (RCSD)
- South Seneca Central School District (SSCSD)

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

GENERAL STATEMENT OF DUTIES:

Assists in the preparation and cooking of a variety of food and delivers prepared foods and food service supplies to various school buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve assisting in the preparation of food and responsibility for the delivery of food prepared in a central kitchen to other school buildings in the district. This class differs from Food Service Helper because of the regular cooking duties and operation of a motor vehicle. The

work is performed under general supervision and on occasion, supervision may be exercised over Food Service Helpers.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assists in the preparation and cooking of meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;
Cuts, cleans and dresses meat, fish and poultry;
Operates a motor vehicle in the delivery of prepared foods and supplies to various school buildings;
Receives and stores food and cafeteria supplies, maintains stockroom;
Picks up and deposits lunch money.

FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of proven methods of food preparation; working knowledge of modern cooking utensils, appliances and equipment; ability to get along well with children and adults; ability to understand and carry out oral and written directions; good physical condition.

MINIMUM QUALIFICATIONS:

One year of experience in large scale cooking and possession of an appropriate NYS Motor Vehicle Operator's License.

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