

Greene County Human Services Department

Job Announcement – COOK

HOURLY RATE: \$13.75

This is a full-time appointment with the Department of Human Services.

This is routine work involving responsibility for preparing meals for a moderately large group of people. The work is performed according to an established pattern outlined by a superior. Work is assigned to several Food Service Helpers, who are instructed as to proper procedure and whose work is closely checked at all times. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only. Incumbents in this title may perform some or all of the following, as well as other related activities not described.)

- ❖ Plans menus for institution according to established general procedures
- ❖ Has charge of, and personally carries out, the food preparation work
- ❖ Performs more skilled cooking tasks such as preparing and cooking meats, making desserts and preparing special dishes
- ❖ Supervises the work of assistants in the cleaning of tables, kitchen utensils, stoves and kitchen
- ❖ Must be able to lift and carry coolers, boxes, equipment, and supplies weighing in excess of 40 pounds

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Reasonable knowledge of large scale preparation and cooking methods; Some knowledge of food values and nutrition; Ability to keep simple records and create reports; Ability to understand and follow verbal and written directions; Reliability; Good physical condition.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of cooking experience in the preparation of food on a large scale; **or** any equivalent combination of experience and training sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT: Must have possession of valid driver's license appropriate to the vehicle(s) operated at the time of appointment and maintain that license throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained at:

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit an employment application to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com by **Friday, July 16, 2021**.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.