

## Greene County Human Services Department Job Announcement: **COOK – Full-Time, Athens, NY**

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**HOURLY RATE: \$14.38 (Grade 4, Step 0)**

This is **full-time**, 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** 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.greeneconomy.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](mailto:hr@discovergreene.com).

**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.