

POSITION: COOK

Posting # 8011-0119jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Grade 503 Step A \$16.86 to Step G \$19.34, \$1,348.80 - \$1,547.20 Bi weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 7, 2019

CLOSING DATE: Open Until Filled

All applications received by January 14, 2019 will be screened by the Human Resource Office. Those applicants meeting the specified qualifications will be referred to the department for a hiring interview. The HR Office will continue to refer qualified candidates to the department, as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of the Certified Food Service Manager, assists in or supervises the preparation of meals for inmates housed at the Utah County Security Complex and for the Meals On Wheels Program for senior citizens. Trains inmate workers in food preparation and kitchen processes and monitors their work and behavior.

DUTIES INCLUDE:

1. Following an approved, scheduled menu, prepare balanced meals for the jail and the Meals On Wheels program.
2. Prepare special diet meals such as diabetic, vegetarian, kosher, and gluten-free.
3. Lead screened and approved inmate workers in the kitchen by providing training in food preparation, assigning tasks, monitoring work and behavior, and reporting concerns.
4. Keep meal counts according to fluctuating inmate and client counts.
5. Clean and oversee cleaning of the commercial kitchen including the freezer, ovens, storage room, etc.
6. Maintain an inventory of available food items and prepare an order list for supervisor.
7. Receive deliveries and verify goods received against invoices.
8. Perform basic computer activities in processing work orders, computing recipe explosions, posting menus and signs, and completing reports.
9. Maintain and inventory all kitchen tools (knives, ladles, tongs, whisks, etc.) daily, ensuring proper check in/out during meal preparation and appropriate tethering during the shift.

EVALUATION AND SELECTION FACTORS INCLUDE:

- Knowledge of institutional food preparation and the ability to use commercial kitchen equipment and machinery
- Knowledge of food service sanitation, storage, and inventory procedures
- Ability to read and perform basic math to understand and follow instructions on recipes, menus, labels on ingredients, labels on cleaning supplies, policy manuals etc.
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to train and interact with inmates according to policy and in a nonjudgmental, professional manner, maintaining appropriate boundaries at all times
- Ability to observe multiple activities and quickly identify, stop, and report inappropriate inmate conduct in order to prevent and minimize potentially dangerous situations

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent. Professional food service work experience and/or completed education or training in Nutritional Science or Culinary Arts totaling one (1) year.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS: Selected applicants must possess, and thereafter maintain, a valid Food Handler's Permit before a hire date may be issued.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.