

**POSITION: COOK**

**Posting # 998011-0418jhm**

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](mailto: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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**\*\*\*Two, possibly three positions available\*\*\***

This position is based upon grant funding.

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Food Handler's Permit - required before start date

**STARTING SALARY: Step 22 \$15.91 – Step 28 \$18.27 per hour, \$1,273-\$1,462 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: April 4, 2018**

**CLOSING DATE: Open Until Filled**

**\*All applications received by April 11, 2018** will be screened by the Human Resource Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates 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 or Administrator, 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:** Follows an approved, scheduled menu for preparation of balanced meals for the jail and the Meals On Wheels Program. Prepares special diet meals such as diabetic, vegetarian, kosher, and gluten-free. Leads inmate workers screened and approved to work in the kitchen by providing training in food preparation, assigning tasks, monitoring work and behavior, and reporting concerns. Keeps meal counts according to fluctuating inmate and client counts. Cleans and oversees cleaning of the commercial kitchen including the freezer, ovens, storage room, etc.

Maintains an inventory of available food items and prepares an order list for supervisor. Receives deliveries and verifies goods received against invoices. Performs basic computer activities in processing work orders, computing recipe explosions, posting menus and signs, and completing reports. Maintains and inventories all

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kitchen tools (knives, ladles, tongs, whisks, etc) daily and makes certain they are checked out during meal preparation and tethered appropriately during their shift.

**EVALUATION AND SELECTION FACTORS INCLUDE:  
KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** institutional food preparation and the ability to use commercial kitchen equipment and machinery, 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. establish and maintain effective working relationships with those contacted in the course of work activities, train and interact with inmates according to policy and in a nonjudgmental, professional manner, maintaining appropriate boundaries at all times, 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 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.