

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

POSITION IS BASED ON GRANT FUNDING

MUST BE AVAILABLE TO WORK 12 HOUR SHIFTS DURING EARLY MORNING HOURS

POSITION: COOK - Utah County Security Center

Posting# 998011-1113lj

Part-time (non-benefitted) positions are available as well and pay \$12.50 - \$13.25 per hour.

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable
- Food Handler's Permit

STARTING SALARY: Step 17; \$13.45 per hour *(plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: November 1, 2013

CLOSING DATE: Open until 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 that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: With the assistance of inmate workers, prepares three daily meals for jail inmates and cleans kitchen on a daily basis. Leads inmate workers by training, assigning, monitoring their work and behavior, and reporting any concerns.

DUTIES INCLUDE:

Leads inmate workers in a direct-contact environment by training, assigning, monitoring their work and behavior, and reporting any concerns.
Plans and prepares balanced meals from approved menus.
Keeps meal counts.
Cleans kitchen including the freezer, oven, storage room, etc.
Performs basic computer activities in processing work orders, computing recipe explosions, and posting menus and signs.

EVALUATION AND SELECTION FACTORS:

Skill in basic math.
Knowledge of food preparation techniques.
Ability to use kitchen equipment, ovens, and machines.
Knowledge of food service sanitation, food storage, and inventory procedures.
Ability to train others.
Ability to observe multiple activities and quickly identify inappropriate inmate conduct.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a high school diploma; and one (1) year of experience in professional food service. Preference may be given to applicants with experience in institutional food service.

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

LICENSING AND CERTIFICATION: Applicants receiving a conditional offer of employment will be required to show a valid Food Handler's Permit prior to being hired.

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

