

*An Invitation to apply*



# Correctional Cook I

**Extra-hire**

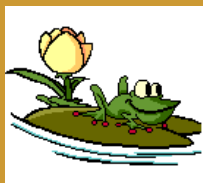
**Calaveras County**

**FFD: Open Until Filled**

## **County Mission Statement:**

*The mission of Calaveras County Government is to provide service, infrastructure and leadership necessary to advance a safe community, maintain a high quality of life, and to protect personal liberties for all of its citizens.*

Calaveras County Human Resources  
891 Mountain Ranch Road  
San Andreas, CA 95249  
24-hour job line: 209-754-6332  
Office: 209-754-6303  
Fax: 209-754-6333  
E-mail: [hr@co.calaveras.ca.us](mailto:hr@co.calaveras.ca.us)



Click for  
County  
Application

**\$14.53 per hour**

Under direction, will prepare a variety of foods for the County jail population; assist with the supervision of trustees; care for equipment, utensils, supplies and work areas; do related work as required.

High School graduate or equivalent with one year of responsible experience cooking food in large quantities in an institution or commercial kitchen.

Weekend and Holiday work required.



### **EXAMPLES OF DUTIES:**

- Assists with the supervision of trustees and personally participates in the food preparation and food services activities in the County jail.
- Assists with the planning of the general menu and writes menu sheets.
- Supervises and assists trustees engaged in preparing meals.
- Cuts and prepares all types of meat, fowl and fish.
- Prepares and cooks vegetables, salads, desserts and other foods and beverages.
- Establishes quality controls, sanitary and procedural standards and policies and inspects food served to prisoners for compliance with established standards.
- Maintains kitchen in compliance with sanitary standards.
- Cares for and maintains equipment.
- Requisitions, inspects and supervises the storage of groceries, fresh fruit and vegetables, dairy products, meat and other food supplies.
- Keeps records of accounts related to food service operations.
- Plans and supervises trustees in the planting and maintenance of a large garden.
- Prepares garden vegetables for preserving.
- May occasionally escort prisoners as directed.

### **SPECIAL REQUIREMENTS:**

Possession of a valid California driver's license.

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge of:**

Techniques and methods for preparing food in quantities; equipment and utensils used in preparation, cooking and serving food; food storage methods; kitchen sanitation and methods of cleaning and caring for kitchen equipment; and kitchen safety practices.

#### **Ability to:**

Direct the work of trustees engaged in food preparation; order food and supplies in proper quantities; prepare designated quantities of food with a minimum of waste; organize work to meet meal schedules; plan and supervise the maintenance of a large garden; and prepare and preserve vegetables.

### **APPLICATION AND SELECTION PROCESS**

Interested individuals must submit the following: Calaveras County application and resume

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which applicants will continue in the screening process. Incomplete applications will not be processed.

Those candidates identified as having qualifications best suited for the position will be invited to a selection interview. Following successful completion of the oral interview, a background investigation that will include a computer voice stress test analysis examination will be completed on the top candidates. All applicants who successfully complete the background investigation will then be scheduled for a psychological examination. In addition, a fit for duty medical examination will be completed. Successful completion of all phases of the County's testing process is required.

### **Final Filing Date: Open Until Filled**

### **SHERIFF'S DEPARTMENT – MISSION STATEMENT**

*The mission of the Calaveras County Sheriff's Department is to provide competent, effective public safety services to all persons with the highest regard for human dignity through efficient, professional, and ethical law enforcement and crime prevention practices.*

*As the chief law enforcement officer of the County, the Sheriff is responsible to: preserve the peace and prevent crime; investigate public offenses which have been committed; arrest persons who attempt to commit or who have committed a public offense; attend to the courts and act as the court crier; obey the lawful orders and directions of the courts held within the County; take charge of the County jail and the prisoners in it; and serve all process and notices in the manner prescribed by law.*