

**Eighth Judicial District
Department of Correctional Services**

NOW ACCEPTING OUTSIDE APPLICATIONS

Contract Classification

POSITION NUMBER: 60510ORF83
POSITION CLASSIFICATION: Part Time Cook
OFFICE LOCATION: Ottumwa Residential Facility
SUPERVISOR: Donn Bruess, Residential Manager
DATE AVAILABLE: Immediately
SALARY RANGE: Pay Grade 14, Pay Plan 014 (Starting pay \$17.65 per hour)
SHIFT/HOURS/SCHEDULE: Every other weekend, every other holiday and fill in for Food Service Coordinator during vacation
MINIMUM QUALIFICATIONS: See required experience and training below
OTHER REQUIREMENTS: Possession of or ability to obtain a valid driver's license. Must be insurable under the district's auto insurance policy.
NOTE: An exhaustive background check will be conducted and psychological testing may be required prior to any employment offer.
APPLICATIONS MUST BE RECEIVED BY: **Will accept applications until filled**

All applications **must be** sent or faxed to the Fairfield Administrative Office in order to be considered. Applications must contain an **original signature**. Applications with electronic signatures will be returned.

Department of Correctional Services
Attn: Jenny Roberts, Administrative Assistant
P.O. Box 1060
Fairfield, IA 52556

FAX # 641-472-9966

For additional information, please contact Residential Manager Donn Bruess at 641-682-3069 ext. 201 or donn.bruess@iowa.gov.

The Department is an *Equal Opportunity/Affirmative Action* Employer

IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

#60510

COOK

GENERAL STATEMENT OF DUTIES:

Performs routine cooking and cleaning tasks in the preparation and serving of meals for residents in a community corrections facility. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involving serving as a cook in an institutional-type kitchen. The work may be performed under immediate direction of a Food Service Coordinator or a Food Service Leader, or by general supervision of a Residential Supervisor or Manager.

EXAMPLES OF WORK: (illustrative only)

Prepares meals for the community corrections facility.

Performs various cooking tasks such as preparing and cooking meats, vegetables, and special dishes.

Does baking and prepares desserts.

Stocks pantry from storeroom.

Cleans kitchen equipment such as stoves, work tables, mechanical mixers, kettles, and steam cookers.

Cleans kitchen and dining room.

Assists Residential Advisors in routine security matters related to the food service operation.

DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Some knowledge of large-scale food preparation and cooking methods.

Ability to understand and follow oral and written directions.

Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

Completion of high school or a GED and one year's experience in institutional or restaurant cooking.

ESSENTIAL FUNCTIONS:

Ability to read labels and recipes in the English language and identify the corresponding food item and appropriate quantity needed.

Ability to lift and carry commercial-size cooking utensils.

Ability to safely operate large and small kitchen equipment.

Ability to communicate with the offender population and related agency staff to accomplish delivery of facility food service.

Adopted March 1, 1987
Revised July 1, 1990
Revised January, 1993
Revised March, 1997

Approved	Date
<i>Merrie J. Murray, Human Resources Director</i>	