

Greenlee County is currently accepting applications for Part-time Jail Cook in the Sheriff's Office. \$11.24 hourly, nonexempt. Minimum requirements: 1. High School Diploma or equivalent; 2. Food preparation and food service activities experience; 3. Skills in record keeping; 4. Current employment application on file at the Greenlee County Board of Supervisors Office, P O Box 908, 253 5<sup>th</sup> Street, Clifton, AZ 85533, 928-865-2072, [www.co.greenlee.az.us](http://www.co.greenlee.az.us). Deadline for filing: Open and continuous. It is the responsibility of the applicant to ensure their application is current.

# GREENLEE COUNTY

CLASS CODE: Non-Exempt

## JAIL COOK (Part-time)

### NATURE OF WORK

Under the supervision of the Jail Commander, performs work of routine difficulty preparing meals; supervising trustees in food preparation and serving; performs other tasks as assigned or required.

### TYPICAL DUTIES

Assist with planning, purchasing, preparation and serving of inmate meals; receives, inspects and ensures the quality and quantity of food, trains subordinates in various aspects of meal presentation; consults with dieticians; supervises and assists in cleaning kitchen and dining areas; ensures compliance with policies, regulations, security measures and dietary guidelines; adheres to budgets for purchase of food service equipment; prepares reports and maintains records and inventories as required.

### QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to graduation from high school and some experience in food preparation, equipment and related food service activities.

Desirable knowledge, Abilities and Skills: Some knowledge of large scale food preparation; kitchen safety and sanitation in food preparation; the use and care of kitchen equipment; menu development and food ordering. Ability to apply and follow detention practices and procedures; direct the activities of workers; maintain records and reports; lift minimum of 20 pounds; establish and maintain effective working relationships with employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing; communicate orally and by telephone with public and employees in a face to face setting; performs physical inventories; comprehends and make inferences from written material; use common hand tools; remain in a standing position for extended periods of time.

### SPECIAL QUALIFICATIONS

Valid Arizona driver's license.