



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

Job Title: COOK

Salary Range: \$53,129 - \$74,875* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 6010 County Farm Road, Ballston Spa, NY 12020

Classification: Non-Competitive (**No Exam Required**)

Job Description

This is routine work involving responsibility for operating a correctional kitchen. An incumbent of this class is responsible for the preparation of food that is nutritionally adequate, therapeutically correct, and appetizing. Tasks are performed in accordance with New York State Department of Health and New York State Commission of Correction regulations and Sheriff's Office policies and procedures. Work is performed under the general supervision from correctional staff and according to established procedure and regulations with inmate workers assigned to perform work in the kitchen. Does related work as required.

Minimum Qualifications (at least)

- A. Possession of an Associate's Degree with specialization in Hotel or Restaurant Management, Foods, Nutrition and Institutional Management; **OR**
- B. Graduation from high school or possession of a GED AND (2) two years of experience in commercial or institutional cooking.

(*Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Maintains supervisory control over the operations in the kitchen;
- Determines requirements of food, housekeeping and other supplies;
- Orders, receives and stores purchased items;
- Monitor's food temperatures and portion sizes in accordance with established guidelines and/or dietary requirements;
- Prepares food for specialized diets, as needed, according to recipes and dietary requirements;
- Uses or operates various pieces of cooking equipment, i.e., steamer, grill, broiler, oven;
- Prepares meats, breakfast foods, soups, sauces, vegetables, other menu items, etc., from standardized recipes or recipes provided by vendors in accordance with Department of Health regulations and Sheriff's Office policy and procedures;



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EMPLOYMENT OPPORTUNITY NOTICE

- Check's food production schedules to ensure any necessary preparation has been accomplished to serve meals;
- Serves foods to inmates and/or personnel;
- Dates, covers and stores, at proper temperatures, food for later service;
- Dates, covers and stores, samples of food served for later inspection;
- Attends menu planning meetings and in-service training, as required;
- Assigns and supervises daily tasks performed by assigned inmate workers;
- Supervises and assist in the cleaning of cooking equipment;
- Notifies supervisor of needed repairs and ensures that items are repaired satisfactorily;
- Ensures designated items are stored in a clean, sanitary and secure condition;
- Ensures that everything in the kitchen is secured at end of work shift;
- May act in capacity of Correction Officer to maintain security and to meet possible situations involving assigned inmate workers, or other inmate workers;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer has been removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.