

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Cook - Part Time
Department: Juvenile Probation
Reports To: Supervisor
Salary: \$10.25/hour
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Responsible for planning, preparing and cooking meals; maintains kitchen facility; responsible for meal logs; maintains a current health card. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job duties as directed.

Note: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: All kitchen appliances, utensils and equipment necessary to prepare and cook food; dishwasher and other cleaning equipment.

JOB REQUIREMENTS

Education & Experience: High School diploma or equivalent; experience in cooking and cleaning of kitchen equipment.

Knowledge, Skills & Abilities: Knowledge of planning and preparation of food in a commercial environment; knowledge of food storage and sanitation; ability to maintain high state of personal hygiene; ability to provide nutritious and good-tasting food; ability to maintain a meal log; ability to maintain effective working relationships with other employees.

Specialized Requirements: **Must be 21 years of age or older**

WORKING SITUATION/DEMANDS/EFFORTS: Work requires organizing; prioritizing; accuracy and attention to detail; flexibility to perform a variety of duties; performing routine, repetitive tasks; using sharp knives and utensils. **Must be available to work a flexible schedule including weekends and holidays.**

PHYSICAL REQUIREMENTS: Walking and prolonged standing; climbing and reaching to store and retrieve food, dishes, etc.; lifting, carrying and/or moving boxes of food and supplies weighing up to 30 lbs.; operating stove, using slicers and sharp knives for food preparation.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.