

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Cook  
**Department:** Community Supervision & Corrections (Women's Center)  
**Reports To:** Women's Center Director  
**Salary:** \$13.9488/hour (\$29,013.50/annually)  
**Application Deadline:** Open Until Filled

**\*NOTE: Jefferson County Employment Application Required**

<https://co.jefferson.tx.us/Careers>

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Responsible for planning, preparing and cooking nutritious meals for residents of the Jefferson County Women's Center; plans grocery lists; supervises the cleaning in the kitchen and the dining areas; maintains a current health card; prepares menus one month in advance; maintains kitchen area as per City of Beaumont Health Department standards. Directly responsible for kitchen equipment inventory. 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:** Must have significant experience in commercial food preparation with experience in care and cleaning of commercial kitchen equipment.

**Knowledge, Skills & Abilities:** Thorough knowledge of planning, preparation and the reuse of cooked food in a commercial environment; thorough knowledge of food storage, sanitation and rodent control; ability to maintain high state of personal hygiene; ability to provide nutritious and good-tasting food; ability to supervise personnel in maintenance and clean-up of kitchen area; ability to maintain inventory control of food products and equipment; ability to maintain effective working relationships with persons in upper and lower personnel.

**WORK SITUATIONS/DEMANDS/EFFORT**

Work requires organizing; prioritizing; accuracy attention to detail; working alone; flexibility to perform a variety of duties; performing routine, repetitive tasks; meeting frequent deadlines; using sharp knives and utensils; operating slicers and other kitchen equipment; must be able to be on call for emergency situations and natural disasters. **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 meat 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](mailto: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.