

**JEFFERSON COUNTY**  
**EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Cook (Part-time)
<b>Department:</b>	Juvenile Probation
<b>Reports To:</b>	Supervisor
<b>Salary:</b>	\$11.8269/hour
<b>Application Deadline:</b>	Open Until Filled

**Summary:** Responsible for meal preparation and management of kitchen facility.

**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, 1225 Pearl St. Suite 201, Beaumont, TX 77701**  
**Phone: (409) 839-2391**  
**Fax: (409) 839-2399**  
**E-mail APPLICATION/RESUME to: [hrdept@jeffcotx.us](mailto:hrdept@jeffcotx.us)**  
**Application may be found @ <https://co.jefferson.tx.us/Careers>**  
**Please use Microsoft Word or PDF when submitting applications.**

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