



**OPEN ENTRY LEVEL
DETENTION SERVICES COOK
SPOKANE COUNTY CIVIL SERVICE COMMISSION**

CLOSING DATE: Open until filled. Applications due by 4:30 p.m. **March 15, 2013** for March 21, 2013 test. Applications received after March 15th will be held for a test date to be determined.

WRITTEN AND ORAL BOARD TEST: Written March 21, 2013, 9:00 a.m. Oral Board March 21, 2013, starting at 1:00 p.m.

SALARY RANGE: Start \$2725.60 – Top Step \$3677.84/mo. plus benefits

The successful applicant could be assigned to work at the County Jail or at Geiger Corrections Center.

APPLICATION PACKETS

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school and college transcripts
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Birth certificate (copy of state/county issued, not hospital copy)
- Social security card (copy)
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

Application packets without the attached documents listed above will be considered incomplete and will not be accepted.

MINIMUM REQUIREMENTS:

- At least 21 years of age, U.S. citizen who can read and write the English language.
- **Two years** experience in institutional cooking. Large scale cooking in the military or successful completion of a 2-yr. culinary arts program, chef or lead cook at a large hotel that includes banquet and/or catering facilities may be substituted for institutional experience. Experience as a fry cook or short-order cook **DOES NOT** qualify.
- Applicant must qualify through background review including integrity interview, oral board, polygraph, and medical evaluations.
- Valid driver's license at time of hire and during employment.
- This is a union position and, as a condition of employment, the selected individual is required to join.

EXAMPLES OF DUTIES (Includes but is not limited to the following): Supervise inmate workers and participate in cooking, baking and other food preparation as the only, or senior, cook on shift. Adjust preset menu as necessary. Participate and perform preliminary preparation necessary for next day's meals; assure that food is of good quality and is served on time.

Perform meat cutting work; prepare and cook meat, fish and poultry. Bake pies, cakes, and cookies and prepare other desserts.

Assist in preparing menu items and determining amount of food to meet menu requirements; adjust recipes for fluctuation in inmate population.

Inspect food being prepared to insure proper quantity, quality, and handling; instruct and train employees and detail kitchen help in cooking, preparing, and handling food. Control waste and theft of food by inmates.

Operate mixers, ovens, steamers, grills, grinders, steam kettles, fry kettles, and other food equipment.

Receive food and nonfood related orders, responsible for proper rotation of product.

Direct inmate workers in cleaning trays and utensils, cookware, kitchen and food storage areas.

Maintain jail security in the kitchen operations and account for inventory of all kitchen utensils and equipment.

Supervise 8-16 inmate workers assigned to kitchen duties.

Participate in institutional program of inmate worker job training; confer with supervisor regarding behavioral problems and progress of inmates under his supervision.

Requires lifting of heavy cooking equipment, cases of food, and staples in containers weighing up to 100 lbs.

Perform other related duties as required.

SPOKANE COUNTY CIVIL SERVICE COMMISSION
1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-4711
www.spokanecounty.org/sheriff
EQUAL OPPORTUNITY EMPLOYER

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- planning menus in accordance with generally accepted standards, and the preparation and service of large-scale food service for 800+ inmates.
- food values and nutrition; personal hygiene, food handling, sanitation, and safety precautions.
- care and use of kitchen utensils and equipment.
- adjustment of ingredients in large-scale recipes to meet changing needs.

Skill in:

- preparation and cooking of starches, vegetables, meats, fish and poultry, baking pies, cakes, cookies and other desserts.
- keeping accurate records of food use and maintaining inventory control including proper rotation of supplies.
- operation of all food equipment listed above.

Ability to:

- perform above examples of duties.
- supervise the jail kitchen and maintain sanitation, care of equipment, and safety of personnel.

- communicate effectively in written and oral instructions.
- establish and maintain control of 8-16 inmate workers according to policies established by the administrative staff.
- inspect food being prepared to ensure property quantity, quality and handling.
- establish work methods and supervise and instruct others in cooking and kitchen work; establish.
- maintain cooperative working relationship with inmate workers as well as jail staff, co-workers, and other department personnel.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to other County employees and inmates. A team player that helps the organization meet its objectives. Effectively communicates with other County employees and inmates. Gets along with co-workers and manager. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 18th day of January, 2013.

Edward Thomas, Jr., Chair

Nancy J. Paladino, Chief Examiner