



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

****REVISED****

Schuyler County Job Opening

Assistant Cook

Office for the Aging

LAST DATE TO FILE: July 31, 2019 by 4:30pm

SALARY: \$14.53/hr

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Office for the Aging. **This position does not require a civil service exam to be taken.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for assisting in the preparation of food on a moderate to large scale. The incumbent will also assume responsibility for the program in the absence of a Cook or Cook-Manager. This position differs from that of a Food Service Helper because of regular cooking duties. The work is performed under general supervision of a Cook, Cook-Manager or other supervisor in the food service operation. Supervision may be exercised over the work of Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares meats, soups, vegetables, cereals, desserts and other foods;
Participates in the preparation of baked goods;
Uses and sanitizes electric meat slicer, meat grinder, ovens and steam equipment;
Receives and stores meat, milk, cheese, and other products requiring preparation and cooling or freezing;
Prepares meals for delivery to outside the primary meal site;
Serves hot and cold food on a serving line;
Aids in maintaining cleanliness and sanitation standards in the food service area by washing utensils, appliances, and floors;
Rotates foodstuffs and disposes of outdated items;
Keeps inventory of foodstuffs and makes out orders when necessary.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six months of experience in the preparation of food on a large scale or in an institutional setting.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: July 17, 2019