

# ***NOTICE OF VACANCY***

**DEPARTMENT:** Oneida County Sheriff's Office

**TITLE:** Cook (part-time)

**GRADE/SALARY:** 16C- \$10.38 per hour, not to exceed twenty (20) hours per week

**This is a Civil Service non-tested position.**

**FEATURES OF THE POSITION:** This position involves the preparation of meals according to the facility menu, oversee the serving of meals on a schedule, keeps accurate counts of utensils and other items as directed. Keeps daily record of the number of meals served. Works in cooperation with correctional staff and inmate workers. Follows all applicable safety and sanitation regulations. Attends training and meetings as directed.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience in cooking.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**MAIL APPLICATION TO:** Oneida County Office Building  
Department of Personnel – 3<sup>rd</sup> Floor  
800 Park Avenue  
Utica, NY 13501

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Applications accepted on a continual basis.

Blank applications may be picked up in Personnel – 3<sup>rd</sup> Floor of the County Building or downloaded and printed from our web site at [www.ocgov.net](http://www.ocgov.net) (Click on Department of Personnel - Click on Civil Service Information – Click on Application for Employment). You may also call (315) 798-5726 and request that an application be sent to you.

**\*\*Oneida County is an equal opportunity employer\*\***

03/30/10