

# ERIE COUNTY

## JOB POSTING #2024-026

**POSITION:** Temporary Cook

**DEPARTMENT:** Family Court-Detention Center

**SALARY:** \$15.07/hour

**POSTING DATE:** 8:00 a.m., April 29, 2024

**CLOSING DATE:** 4:30 p.m., May 3, 2024

### MINIMUM REQUIREMENTS

Knowledge of the proper use of kitchen equipment, appliances, and utensils. Knowledge of cooking measurements. Knowledge of food preparation techniques. Knowledge of safety practices and procedures. Ability to prepare food in large quantities. Ability to follow oral and written instructions. Ability to add, subtract, multiply, and divide whole numbers and fractions. Ability to read, write and to follow menus and recipes.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

**Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at Your Job Store at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 05/03/2024. EOE/AA/ADA**

Approved for Content

*Mandy J. Wila* 4/25/24

Approved for Posting

*ys. J. PA* 4/25/24

# 2024-026 ERIE COUNTY JOB OPENING ANNOUNCEMENT

## Where Applications Taken:

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 210  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

## Where Postings Sent:

Erie County Care Facility  
Erie County Court  
Firelands Campus  
Ohio Business College  
Goodwill  
Health Department  
Newspaper  
SHS Vocational ED.  
All County Bulletin Boards

Human Resources  
Courthouse  
Erie County Office Bldg.  
C.A.C.  
NAACP  
Terra Tech  
OhioMeansJobs

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### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT: **Family Court  
Detention Center**

POSITION: **Temporary Cook**

POSTING DATE: 8:00 a.m., Sunday  
April 29, 2024

LOCATION: 1319 Tiffin Avenue  
Sandusky, OH 44870

CLOSING DATE: 4:30 p.m., Sunday  
May 03, 2024

WORKING HOURS: 9:30 am – 5:30 pm  
Monday – Friday and  
Every Other Weekend

EFFECTIVE DATE: A.S.A.P.

SALARY: \$15.07/hour

### Job Responsibilities:

- Responsible for assisting in the preparation of meals at the Juvenile Justice Center
- Operates kitchen equipment and appliances, such as blender, mixer, stove, oven, and dishwasher in order to prepare large quantities of food from posted menus
- Performs various hand operations and movements involved in the preparation of food using various hand utensils
- Portions food onto appropriate serving dishes; serves food.
- Assists in maintaining records

**Job Responsibilities (con't):**

- Inspects food for appearance, taste, temperature, sanitation, and palatability by looking, smelling, and tasting
- Budgets time to meet serving schedules
- Assists in computing quantities of food to be prepared
- Prepares special portions of meals for residents with special diet requirements
- Responsible for cleaning kitchen equipment and areas after use; oversees cleanliness and storage of serving dishes
- Maintains adequate inventory levels of food, ingredients, condiments and other supplies
- Ability to assist in the receiving, checking, storage, or inventorying and ordering of supplies
- Responsible for stocking of food/commodities deliveries.
- Responsible for the removal of garbage and trash from work areas
- Assists in developing or adapting recipes
- Cleans all appliances; including freezers, refrigerators, ovens, and stove as required
- Pours liquids such as coffee, tea, milk or water
- Washes cooking, serving, and eating utensils
- Attends staff meetings as may be required
- Performs other related duties as required

**Qualifications:**

- Knowledge of the proper use of kitchen equipment, appliances, and utensils
- Knowledge of cooking measurements
- Knowledge of food preparation techniques
- Knowledge of safety practices and procedures
- Ability to prepare food in large quantities
- Ability to follow oral and written instructions
- Ability to add, subtract, multiply, and divide whole numbers and fractions
- Ability to read, write and to follow menus and recipes
- Ability to develop and maintain effective working relationships with supervisors, associates, and residents
- Skill in the use of food preparation tools, equipment, and instruments

**Qualifications Desirable for Employment:**

- A high school diploma or equivalent
- ServSafe Certified or possess the ability to obtain certification
- Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities, listed above
- A valid Ohio Motor Vehicle Operator's License.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**