



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21  
Watkins Glen, NY 14891  
(607) 535-8190 Fax: (607) 535-8193  
E-Mail: ljohnson@co.schuyler.ny.us

Lorry Johnson  
Personnel Officer

### *Schuyler County Job Opening*

# Assistant Cook

## Office for the Aging

**LAST DATE TO FILE:** Applications accepted until position is filled.

**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Rotates foodstuffs and disposes of outdated items;  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](http://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: August 13, 2019**