**\*\*\*\*KCSO UNION POSITION\*\*\*\***

**Cook**

**Sheriff**

**Starting Salary: D-10 (A): $16.83/hr.**

**Fulltime- shift varies**

**Posted: June 01, 2023**

**POSTING: #002-23**

**Two (2) open positions**

**Summary:**

To prepare and serve meals in compliance with FDA guidelines, American Correctional, and State regulations, and to clean and maintain kitchen equipment.

**Responsibilities:**

* Prepare meals following the dietary content guidelines of the facility menu and recommend essential adaptations when necessary.
* Prepare service meals for the inmates and staff.
* Perform and record cleanup and maintenance of the kitchen equipment.
* Report equipment malfunctions and supply needs to the Chief Cook.
* Direct and monitor the activities of the inmate workers who work in the kitchen.

**Qualifications:**

**Education:** High School diploma and experience cooking in an institutional setting.

**Experience:** Must have effective written and verbal communication skills. Must be knowledgeable of computers and data entry. Knowledge of state and local sanitary codes related to food storage, preparation, and service safety is preferred.

**An individual with any of the following is ineligible for consideration for employment:** A felony conviction, a pending felony or misdemeanor charge, a domestic violence conviction, or an outstanding warrant.

**Benefits:**

* Dental Insurance
* Employee Assistance Program
* Flexible Spending Account
* Health Insurance
* Life Insurance
* Paid Time Off
* Retirement Plan
* Tuition Reimbursement
* Vision Insurance
* Holiday Pay
* Over time, when available

To view the current collective bargaining agreement, go to [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd) and click on Union Contracts (left side).

To apply: all candidates must submit a Kalamazoo County Application for Employment accompanied by a resume. Application materials may be submitted online at <https://www.kalcounty.com/hrd/openings.php>

In addition to the online application: **All applicants must complete a KCSO Application Packet, available upon request or at the Sheriff's Office Front Desk, Monday thru Friday, 7:00 a.m. to 4:30 p.m.**

**Deadline to Apply:** Until Filled

**Apply via mail to: Janine Dales, Administrator Kalamazoo County Sheriff's Office**

**1500 Lamont Avenue**

**Kalamazoo, MI 49048**