



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

SCOT CHAMBERLAIN
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

CAREER OPPORTUNITY

**COOK-PART TIME (2 POSITIONS)
SARATOGA COUNTY SHERIFF'S OFFICE**

SALARY: \$21.47/hr **Plus Excellent Benefits**

This is routine work involving responsibility for operating a correctional kitchen. An incumbent of this class is responsible for the preparation of food that is nutritionally adequate, therapeutically correct, and appetizing. Tasks are performed in accordance with New York State Department of Health and New York State Commission of Correction regulations and Sheriff's Office policies and procedures. Work is performed under the general supervision from correctional staff and according to established procedure and regulations with inmate workers assigned to perform work in the kitchen. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a NYS registered or regionally accredited college or institution with an Associate's Degree with specialization in Hotel or Restaurant Management, Foods, Nutrition and Institutional Management; Or
- B. Graduation from high school or possession of a GED AND (2) two years of experience in commercial or institutional cooking.

NOTE: Details regarding hours and location will be discussed/determined at the interview level.

SUBMIT APPLICATION TO: Personnel Officer – Civil Service Division
40 McMaster Street
Ballston Spa, NY 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): January 19, 2022

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. Applications must be received in our office by 4:30 PM on date indicated.** Postmarks will not be accepted for this position. **NO FAX submissions.**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.