

# Personnel and Civil Service

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## NOTICE OF VACANCY

### COOK P/T

**Updated 01/02/2026.** This is routine work involving responsibility for the efficient and economic cooking of a wide variety of foods. When employed in school districts, work is performed under the supervision of a Cook-Manager and supervision is exercised over the work of Food Service Helpers. When employed in the Sheriff's Office, the incumbent will report to a Lieutenant (Corrections) or other designated officer. Additionally, s/he will lead and direct the work performed by part-time Cooks and supervise the work of inmates. Does related work as required.

Cook P/T is classified as **Non-Competitive**. Applicants must meet the minimum qualifications established for the position. Pending a criminal background check\*, an appointment may be made to this position.

**Status:** Permanent, Probationary

**Work Hours:** Part time, days

**Salary:** \$18.39 / hour; eligible to join the NYS Retirement System

**Location:** Tioga County Sheriff's Office

#### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from high school or possession of a high school equivalency diploma preferably supplemented by special training courses for cooks and 6 months of satisfactory full-time experience or its part-time equivalent in large scale food preparation; **OR**
- b. One (1) year of satisfactory full-time experience or its part-time equivalent in large-scale food preparation and preferably special training courses for cooks; **OR**
- c. An equivalent combination of training and experience sufficient to indicate the ability to perform the work.

**Apply Online:** <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications accepted until position is filled.

Tioga County applications are available on our website. Resumes may be submitted but **MUST** accompany an application. Applicants **MUST** clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.