

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY COOK (P/T)

Date of Issue: 04/16/20: Re-issued 02/09/2021 This is routine work involving responsibility for the efficient and economic cooking of a wide variety of foods. Work may be performed under the direct supervision of a cook-manager or other superior. Supervision may be exercised over the work of food service helpers in the school districts and supervision is exercised over the work of inmates at the Sheriff's Office. 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
Work Hours: Part time, days
Salary: \$15.05 / 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 work experience (or its part-time equivalent) in large scale food preparation; **OR**
- (b) One (1) year of satisfactory full-time work 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 by using our "Online Application Tool": <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.