



**1st Judicial District  
Department of Correctional Services**

**Notice of Open Position**

<b>Job Title:</b>	<b>Cook</b>	<b>Classification #:</b>	60510
<b>Location:</b>	Waterloo Residential Facility	<b>Shift: Work Schedule:</b>	1st Shift: 9:00AM-5:00PM Friday through Tuesday Wednesday & Thursday off
<b>Address:</b>	310 E. 6th Street Waterloo, IA 50703	<b>Position Type:</b>	Full-Time
<b>Pay Scale/Grade:</b>	014/14 \$13.25/hr	<b>Annual Salary Range:</b>	\$27,560.00 - \$39,228.80
<b>HR Contact:</b>	Kristin Blaylock 319.292.1281	<b>Date Posted:</b>	09/04/2018
<b>Job Information Contact:</b>	Amy Landers 319.292.0963	<b>Posting Expires:</b>	09/21/2018

<b>Internal Applicants:</b>	Complete Reassignment Application Google Form before posting expires: <a href="#">Link</a>
<b>External Applicants:</b>	Complete application located at Department Website: <a href="#">Link</a>

<b>Applications Accepted By:</b>	
<b>FAX OR EMAIL: (BEFORE POSTING EXPIRES)</b>  319.291.3947 kristin.blaylock@iowa.gov	<b>MAIL: (BEFORE POSTING EXPIRES — POSTMARK NOT CONSIDERED TIMELY SUBMISSION)</b>  Department of Correctional Services Attn: Kristin Blaylock PO Box 4030 Waterloo, IA 50703

<b>Posting Information</b>
<b>QUALIFICATIONS, EDUCATION AND JOB DESCRIPTION — SEE PAGE 2</b>
<b>This Department is an Equal Opportunity/Affirmative Action Employer.</b>

<b>Approved By:</b>	Ken Kolthoff, District Director	<b>Date:</b>	9/4/2018
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## COOK

### GENERAL STATEMENT OF DUTIES:

Performs routine cooking and cleaning tasks in the preparation and serving of meals for residents in a community corrections facility. Performs related work as required.

### DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involving serving as a cook in an institutional-type kitchen. The work may be performed under immediate direction of a Food Service Coordinator or a Food Service Leader, or by general supervision of a Residential Supervisor or Manager.

### EXAMPLES OF WORK: (illustrative only)

Prepares meals for the community corrections facility.

Performs various cooking tasks such as preparing and cooking meats, vegetables, and special dishes.

Does baking and prepares desserts.

Stocks pantry from storeroom.

Cleans kitchen equipment such as stoves, work tables, mechanical mixers, kettles, and steam cookers.

Cleans kitchen and dining room.

Assists Residential Advisors in routine security matters related to the food service operation.

### DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Some knowledge of large-scale food preparation and cooking methods.

Ability to understand and follow oral and written directions.

Ability to perform the essential functions of the position.

### REQUIRED EXPERIENCE AND TRAINING:

Completion of high school or a GED and one year's experience in institutional or restaurant cooking.

Adopted March 1, 1987

Revised July 1, 1990

Revised January, 1993

Revised March, 1997

Approved

*Merrie J. Murray, Human Resources Director*