



Cook—Extra Help

Hourly Hiring Range: **\$13.42 / \$14.09 / \$14.80**

Official County Applications Available at: www.co.yuba.ca.us

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

**Apply Immediately:
Open Until Filled**

The County of Yuba is currently recruiting for the **Extra Help** position of **Cook** in the Juvenile Hall Division of the Probation Department. This secure lock down facility operates 24 hours a day, 365 days per year. Extra Help positions are limited to **1,000 hours per fiscal year** and provide the ability to gain valuable experience while demonstrating abilities that can be considered for future vacancies in permanent positions.

Under close supervision the individual selected will prepare and provide institutional meals following federal and state nutritional guidelines and perform related work as assigned. This classification performs a full range of tasks associated with the preparation and distribution of meals to juvenile detainees and adult inmates. The incumbent ensures that properly prepared nutritional meals are produced in a large volume, institutional setting. Responsibilities may also include overseeing detainees and/or inmates and institution workers assisting with food preparation.

Knowledge of principles, methods and equipment used in high volume meal preparation in an institutional setting; basic food groups and nutritional values; safe work practices related to food preparation, storage and service and basic arithmetic, inventory and record keeping principles and practices are important components of the position.

Skill in overseeing and preparing meals in a large scale, institutional setting; overseeing and training others in basic cooking procedures; directing others in work procedures; operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment; reading, understanding and following recipes and oral and written directions; maintaining accurate records and preparing work related reports; making accurate arithmetic calculations; and establishing and maintaining effective working relationships is essential. Candidates must possess the ability to interpret instructions and menus given; solve operational problems; maintain intense concentration on activities going on around one's location on a constant basis and follow security procedures.

EMPLOYMENT REQUIREMENTS

The minimum requirements are listed below. While the following requirements outline the minimum qualifications Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Minimum: Equivalent to graduation from high school and one year of responsible experience preparing and cooking of food/baking in large quantities in a restaurant, hospital, school or large institution.

Licensing & Certifications: Ability to obtain a valid California Class C driver's license within 10 days of employment and maintain thereafter. Ability to obtain a food safety certification.

Special Requirements: Must pass a detailed background investigation.

Working Conditions: Work rotational shifts including evening, night, weekend and holiday shifts; work for long periods of time while standing with exposure to extreme temperatures, steam, fumes, odors from cooking and blood/air borne pathogens; work involves potential for high stress levels and frequent exposure to loud noises and the potential of personal danger and/or hostile situations. Strength to frequently lift and carry materials up to 25 lbs and on occasion up to 50 lbs.

APPLICATION / SELECTION PROCEDURES:

TO APPLY FOR COOK (EXTRA HELP):

Submit an official Yuba County employment application, responses to the Supplemental Questionnaire, copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports to County of Yuba – Human Resources and Organizational Services Department, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at www.co.yuba.ca.us or at the Human Resources Department.

Note: All diplomas or degrees must be from an accredited college or university. To obtaining information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/Search.asp>.

(Continued, please see back page)

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

APPLICATION/SELECTION PROCEDURES (Continued)

APPLICATION SCREENING:

To begin the hiring process an applicant must submit a completed County application and Supplemental Questionnaire prior to the final filing deadline. While Extra Help applications are continuously accepted for all classifications, applications received after a filing deadline may not be received in time for consideration for a specific need. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants participating in an extra-help recruitment will be given written notice regarding the status of their application. Please refer to the Employment Application Instructions, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

MINIMUM QUALIFICATIONS:

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

EDUCATION AND EXPERIENCE:

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

SUPPLEMENTAL QUESTIONNAIRE:

A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire.

DEPARTMENTAL REVIEW/INTERVIEW:

Extra Help applicants may or may not be invited to participate in a formal interview process. The appointing department may at its discretion decide to conduct phone interviews or formal interviews and is not required to contact each applicant referred. If applicable, the Probation department will contact the applicant regarding the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

CONDITION OF EMPLOYMENT

All appointments to a extra-help position are contingent upon successful completion of the following items:

BACKGROUND INVESTIGATION:

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

LICENSING AND CERTIFICATIONS:

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s), at the time of appointment. Likewise, certain positions are required to obtain such items within an established timeframe or subject to dismissal.

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Note: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.
