



COOK-EXTRA HELP

Salary: \$15.25—\$16.78/hr.

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

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

Final Filing Deadline:

OPEN UNTIL FILLED

The County of Yuba is currently recruiting for the position of **COOK** in the Probation Department. Under close supervision, prepares and provides institutional meals following federal and state nutritional guidelines, and performs other duties as assigned. The classification is assigned to the County Juvenile Hall & Camp, a division within the Probation Department. This position performs a full range of tasks associated with the preparation and distribution of meals to juvenile detainees. The incumbent ensures that properly prepared nutritional meals are produced in a large volume, institutional setting. Responsibilities also include overseeing detainees and institution workers assisting with food preparation. **Extra Help Appointments are limited to 1,000 hours per fiscal year.**

Examples of knowledge, skills and abilities required for successful performance: 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; basic business arithmetic; basic inventory and record keeping principles and practices. Skill in overseeing and preparing meals in a large scale, institutional setting; overseeing and training others in basic cooking and work procedures; operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment; maintaining accurate records and preparing work related reports; directing others in work procedures; and reading, understanding and following recipes and oral and written directions. Ability to interpret instructions and menus given by supervisor; know and understand how to clean and use kitchen equipment; observe inmates at work site; solve operational problems; remember cooking instructions; and explain work procedures to staff and inmate workers; supervise a kitchen facility utilizing inmate workers; and maintain intense concentration on activities going on around one's location on a constant basis throughout the entire work shift.

EMPLOYMENT REQUIREMENTS

The minimum and preferred 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 six (6) months of responsible experience preparing and cooking of food/baking in large quantities in a restaurant, fast food, hospital, school or large institution.

Preferred: In addition to the minimum requirements, two years of responsible cooking experience as described above in a large-scale institutional/correctional setting. Completion of a course of study in Culinary Arts through an accredited institution and possession of a food safety certificate is desirable.

Special Requirements: Must have the ability to obtain a valid California Class C driver's license within 10 days of employment and maintain thereafter. Must have the ability to obtain a food safety certification.

Working Conditions: Work rotational shifts including evening, night, weekend and holidays. Working conditions are typical detention facility setting or public safety setting; involves the potential for high stress levels and frequent exposure to loud noises and the potential of personal danger and/or hostile situations; must work with highly manipulative and psychologically challenging detainees; must be able to maintain professional composure and effectiveness. Exposure to blood/air borne pathogens. Will be exposed to extremes in temperatures, steam, fumes, and odors from cooking, exposure to extreme temperature and/or humidity. On an intermittent basis exposure to dust, gas, fumes or chemicals. On a frequent basis strength to lift and carry materials up to 25 pounds and on an intermittent basis material weighing up to 50 pounds. On an intermittent basis, bend, kneel, twist, reach, stoop and squat to lift pots and move food to different locations; and climb on step-stool to reach food stored.

APPLICATION / SELECTION PROCEDURES:

TO APPLY FOR COOK:

Submit an official Yuba County employment application, responses to the Supplemental Questionnaire, a personnel history statement, copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports to 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, *please be sure to use the current application located on the County website.* *Old applications cannot be accepted.* **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.aspx>**

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

APPLICATION SCREENING:

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. *Please be sure to use the current application located on the County website. Old applications cannot be accepted.* All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that candidates review their SPAM mail daily as to not miss any important communication. 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.

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.

PERSONAL HISTORY STATEMENT (PHS) - Miscellaneous

Applicants will be required to complete a background packet (Personal History Statement). The PHS must be completed and submitted along with the employment application and other required documents by the final filing deadline. A preliminary review of the PHS will be conducted for each candidate to determine which candidates best meet the professional standard criteria adopted by the Department. The PHS is available alongside this announcement on the Yuba County website at <http://www.co.yuba.ca.us/departments/personnel/Job%20Opportunities.aspx>.

MINIMUM QUALIFICATIONS:

All applicants must clearly demonstrate they meet 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.

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) who 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. 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.