



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

Cook I

Grade: W01 – Non-Exempt

Starting Salary: \$16.28 Hourly / \$33,863 Annually

General Duties:

This is a civilian position responsible for preparing meals for inmates and staff while ensuring the safety and security of the Detention Center which includes the supervision of trustees assigned to the Food Services Unit.

Availability:

All cooks are considered essential personnel. This position requires rotational shift work – 7 days on, 2 off, 3 days on, 2 off (including daily, evening, weekend and holiday hours). The schedule will rotate as follows:

- One month working from 4:00 a.m. – noon
- One month working from 10:00 a.m. – 6:00 p.m.
- This schedule is subject to change according to needs

Eligibility:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a High School Diploma or a General Education Diploma (GED) recognized by the State Board of Education
- Must be able to read, write and speak English
- Must possess a valid driver's license
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at <https://sheriff.carrollcountymd.gov/employhiringprocess.html>)

Qualifications and Requirements:

- Attend and successfully complete the Correctional Academy which is mandated by the Maryland Police and Correctional Training Commissions
- Successfully complete any required annual in-service training which is mandated by the Maryland Police and Correctional Training Commissions
- Position requires the capability of performing multiple tasks simultaneously, including but not limited to operating kitchen equipment, receiving and transmitting information over the radio, and observing and remembering details and conditions
- Position requires the ability to monitor and properly identify, interpret, act and respond to information transmitted over a mobile and base radio system
- Position requires the ability to continuously observe surroundings and accurately report unusual conditions
- Position may require the ability to lift, carry or drag moderate (50 lbs.) objects, including but not limited to food items, cleaning supplies and equipment while maintaining proper body mechanics and lifting techniques.
- Position may require the ability to stand for extended periods of time, up to but not limited to six (6) to eight (8) hours, while performing food services assignments

- Position requires the ability to sit for short and extended periods of time in limited spaces for such things as supervision of inmates
- Position requires the capability to be able to perform assigned duties in all forms of weather conditions, including but not limited to extremes in heat and cold
- Position requires the ability to pass a physical examination and PPD annually.

Essential Tasks (Duties include, but not limited to):

- Operate commercial kitchen equipment, prepare and serve meals for inmates and staff
- Ensure safe and sanitary use of equipment, work areas and facility
- Assists in menu planning ensuring compliance with dietary standards and ensure that accommodations for inmates are met with special dietary needs that may include Diabetic, low sodium, low cholesterol, no fish, no dairy, vegetarian, food allergies and religious diets
- Place inventory orders, receive incoming orders, maintain material lists and inventory records
- Coordinate with supervisors and staff to ensure appropriate food service
- Perform related duties as to specific assignments
- Provide service to inmates and staff by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- Communicate effectively with supervisors, co-workers, and inmates
- Ensure safety and security of detention center while performing duties and supervising trustees

Knowledge, Skills and Abilities:

Knowledge

- Knowledge of commercial/volume food planning and preparation
- Knowledge of Health Department rules and regulations for sanitation, food preparation, and other related issues
- Knowledge of technical methods, practices and procedures of culinary arts
- Knowledge of principals and processes for providing outstanding customer service

Skills

- Writing – communicating effectively in writing as appropriate for the needs of the audience
- Active Listening – to include taking the time to understand what is required and ask questions to confirm
- Reading Comprehension – understanding work related writing
- Speaking – talking with the ability to convey information effectively
- Time Management – effectively manage one’s own time as well as overall timing with projects and meal deadlines

Abilities

- Ability to exercise good judgment, courtesy, and tact in dealing with the inmates and employees to resolve problems
- Good written and oral comprehension; the ability to listen, read and understand information and ideas
- Ability to apply deductive and inductive reasoning abilities
- Ability to apply mathematical concepts and knowledge of weights and measurements
- Ability to use computer software programs and/or other applications
- Ability to work in a correctional environment
- Ability to maintain/complete multiple tasks and manage different types of workflows

Career Ladder Requirements:

- **Cook I** – W01 – entry position graded as a W01
- **Cook II** – W03 – requires two years in Cook I position, successful completion of the correctional academy, recommendation of supervisor and division commander

Selection Process:

- Application
- Completion and review of Confidential Questionnaire
- Oral Interview Board
- Polygraph examination
- Background Investigation
- Physical/Medical Examination
- Psychological Examination
- Command Review/Interview
- Final Offer of Employment

Request Procedure:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through Policeapp.com

Applications must be submitted **no later than 11:59 p.m. on Friday, March 20, 2020.**

The Carroll County Sheriff's Office is an Equal Opportunity Employer.

“One or more positions may be filled using these vacancy announcements.”