



## EMPLOYMENT OPPORTUNITY

# CORRECTIONAL COOK COORDINATOR I/II

**THERE IS CURRENTLY AN OPENING AT THE ADULT DETENTION FACILITY. AN ELIGIBILITY LIST WILL BE ESTABLISHED WHICH WILL BE USED FOR UP TO ONE YEAR.**

### **SALARY AND BENEFITS**

I: \$19.35 - \$25.44 Hourly, plus benefits

II: \$21.18 - \$27.90 Hourly, plus benefits

### **FILING DEADLINE**

CONTINUOUS

### **DUTIES AND RESPONSIBILITIES**

*The Cook will prepare and cook a variety of food in quantity for a large population of inmates. The major duties of the job include the ability to:*

- Cut and prepare a variety of meat, poultry, and fish.
- Cook and dispense vegetables, salads, desserts, soups and beverages.
- Prepare special diets as directed.
- Supervise and assist in cleaning kitchen facilities and equipment.
- Train and supervise inmate workers.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to the completion of the twelfth grade.

**Experience:** *Correctional Cook I:* One year of experience cooking, organizing and preparing meals.

*Correctional Cook II:* This is the advanced journey level class in the Correctional Cook Coordinator Classification. This classification is expected to perform all of the same job duties as the level I Correctional Cook Coordinator. Members in this classification must have successfully met all requirements for a Correctional Cook Coordinator I, and have at least three years of experience as, or equivalent to a Correctional Cook Coordinator I with Lassen County.

**License:** Possession of, or ability to obtain a valid California driver's license.

## SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎  
Fx: (530) 251-2663

**Updated: February 19, 2023**

## 👉 GENERAL INFORMATION 👈

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.