



EARL R. BUTLER, SHERIFF
CUMBERLAND COUNTY SHERIFF'S OFFICE



An Internationally Accredited Law Enforcement Agency

December 21, 2015

NOTICE OF VACANCY
Cumberland County Detention Center
Food Services

POSITION TITLE: COOK

POSITION NUMBERS: (3) CSO0913-918

SALARY GRADE: 56

ANNUAL SALARY: \$22,752

APPLICATION CLOSE DATE: OPEN RECRUITMENT**

****OPEN RECRUITMENT POSITIONS MAY BE CLOSED AT ANYTIME WITHOUT NOTICE.**

Minimum Education and Experience: High school diploma or GED: supplemented by two (2) months experience and training preparing and/or serving food; or an equivalent combination of education, training and experience.

Special Requirements: Must be able to work around inmates.

How To Apply: Employees of the Sheriff's Office submit a letter of interest to Human Resources. Others may pick up an application packet at the Law Enforcement Center (Room 126) 131 Dick Street, Fayetteville, N.C. 28301-5793 or go to www.ccsonc.org. Resumes will not be accepted in lieu of completed application packets.

Conditions of Employment: Each applicant tendered an offer for employment with the Cumberland County Sheriff's Office will be tested for the use of drugs as specified in the county policy. A thorough background check will be conducted and if selected, employee must submit fingerprints. No criminal convictions.

General Position Description and Duties: Performs preparatory work and cooks food in accordance with recipe directions, serves meals to inmates. Must be able to use meat slicers, industrial kitchen utensils and other food preparation equipment. Must maintain proper food handling, and adherence to sanitation procedures. Cleans and maintains the kitchen, storage areas, ovens and dining room; washes dishes and industrial kitchen equipment. Prepares special diet trays. *Performs related work as required.*

Knowledge, Skills & Abilities: Has working knowledge of principles and practices of preparing, cooking and serving food. Has working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has working knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

THE SHERIFF'S OFFICE HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS TO WORK IN THE UNITED STATES WHO ARE IN COMPLIANCE WITH THE IMMIGRATION AND REFORM AND CONTROL ACT OF NOVEMBER 6, 1986. HOWEVER, THERE ARE POSITIONS WITHIN THE SHERIFF'S OFFICE THAT MANDATE THE APPLICANT FOR THOSE POSITIONS BEING A UNITED STATES CITIZEN.

AN EQUAL OPPORTUNITY EMPLOYER

CCSO FORM 55 (Sept 97)

131 DICK STREET * FAYETTEVILLE * NORTH CAROLINA * 28301-5793
(910) 323-1500