



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Assistant Cook
SALARY: \$22,145 - \$28,551 annually (Pay Group 5)
LOCATION: Monroe Community Hospital - Dietary

HOURS: Varying hours, including weekends and holidays

JOB SUMMARY: This is an entry level cooking position involving responsibility for assisting in the preparation of hot and cold food items to serve students, faculty, patients, and patrons in a school or institutional cafeteria or in hospital rooms. Employees work closely with the Cook in preparing the main entree and operate those pieces of kitchen equipment requiring careful attention to safety practices and precautions. When assigned to an educational facility, the Assistant Cook may work under direct supervision of a Cook in an elementary school, under a Cook Manager in a junior or senior high school, or be in charge in a satellite operation serving pre-cooked food that requires portioning and heating. When assigned to an institutional setting, the Assistant Cook works under direct supervision of a Cook, Supervising Cook, or Dietitian. The Assistant Cook assumes the duties and responsibilities of the Cook during absences. The Assistant Cook may assign tasks to food service employees. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER

- (A) Successful completion of a recognized certificate program in Food Service Administration specifically dealing in Food Production rather than Management; OR,
- (B) One (1) year paid full-time or its part-time equivalent experience in food preparation on a large scale for a cafeteria, restaurant, hotel, or institution, other than short order or fast food.

NOTE: Applicants qualifying under option (A) must submit a copy of a certificate or diploma in support of satisfactory program completion.

THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:

- Work record
- Attendance record

Send Civil Service Application to: Human Resources Department
Monroe Community Hospital
435 East Henrietta Road
Rochester, New York 14620

Posting Deadline: March 6, 2008