

**JOB ANNOUNCEMENT
TEMPORARY JAIL COOK**

(1 Position Open)

Responsibilities include, but are not limited to:

PREPARE 3 MEALS FROM APPROVED MENUS IN QUANTITIES ACCORDING TO THE NUMBER OF PERSONS TO BE SERVED
SERVES FOOD ON INDIVIDUAL TRAYS AND PLACE IN FOOD CARTS FOR DISTRIBUTION
ORDER SUPPLIES, ORGANIZE STORAGE AND KEEP RECORDS
KEEP KITCHEN AREA AND UTENSILS CLEAN AND ACCOUNTED FOR
SAFELY SUPERVISE INMATE(S) ASSIGNED TO THE KITCHEN WITH FOOD PREPERATIONS AND CLEANING OF KITCHEN
FOLLOW ALL DIRECTIVES OF THE SUPERVISORS
COMPLETE ALL REQUIRED REPORTS
BE RESPONSIBLE FOR ORDERING FOOD PRODUCTS AND SUPPLIES

Promote the Hutchinson County Sheriff's Office through service oriented, community friendly activities, with a professional attitude with the general public.

Skills and Requirements:

Applicant must possess a valid Social Security Card.

Applicant must possess a valid Texas Drivers License or be eligible to obtain a Texas Drivers License (Class C).

Applicant must reside in Hutchinson County, Texas or be willing to relocate to Hutchinson County, Texas upon employment.

Applicant must be in good physical and mental condition, which allows applicant to perform all required duties.

Applicant must not have been convicted of a misdemeanor offense above the grade of class C within the last five (5) years.

Applicant must not have been convicted or under indictment for a felony or misdemeanor involving moral turpitude.

Applicant must not have been convicted of a misdemeanor crime of domestic violence.

Applicant must have a strong work ethic and ability to work well with others.

Hutchinson County Application Employment Forms are available at the Hutchinson County Treasurer's Office, Hutchinson County Courthouse, Stinnett, TX, Phone (806) 878-4010, Fax (806) 878-4029

CLOSING DATE: March 30, 2023

Time: 5:00 PM