

DeKalb County Human Resources

Part-Time Cook for DeKalb County Jail

DeKalb County's Jail is seeking mature, domestically-inclined, multi-tasker for part-time cook position.

Duties include but are not limited to:

1. Must be willing to work around inmates in a confinement setting.
2. Work up to a 12 hour day, and some weekends.
3. Must be able to lift a minimum of 35 pounds.
4. Must be certified in food safety, or must be **willing** to become certified in food safety.
5. Prepares all daily meals for the inmates.
6. Employee will be responsible for: Cleaning, inspecting, and counting dishes.
7. Employee will participate in daily cleanings, and taking out the trash and recycling.
8. Assist the Matron of the jail with commissary, when needed.
9. Employee will help unload and put away food after each meal, as well as, help with the laundry of kitchen items.
10. Will be required to assist in the training of inmate workers.
11. Any other duties the Matron or Sheriff may assign to the employee.

The qualified candidate must be self-motivated, have a variety of culinary skills and have what it takes to manage several tasks, often at the same time. The position necessitates a true care for people, knack for organization, knowledge of correct usage of food service supplies/products and an attention to detail. The job requires the ability to function independently, communicate clearly (including reading, writing and verbally) and enjoy contact with people. The position requires competence in adapting to a demanding and changing environment and the ability to manage stressful situations with a calm demeanor.

We are looking for a strong food service/culinary/restaurant background but are more interested in the candidate's work experience as it relates to the duties of this position. *Certified Food Handler certificate or CPR/First Aid certification would be bonuses.* This position works under the direction of the Matron and the Sheriff

The starting wage for this position is \$12 per hour. Days and times for this position will be discussed in the interview. This position will work up to 28 hours per week.

Interested applicants should apply by e-mailing your cover letter and resume to careers@co.dekalb.in.us referencing "DeKalb County Jail" or delivering them to Human Resources Office, 215 East Ninth Street, Auburn, IN 46706 no later than September 13th.