

County of Santa Cruz

INVITES YOU TO APPLY FOR:



HEAD COOK

Supplemental Questionnaire Required

Open and Promotional

Job # 23-FG7-01

Salary: \$4,555 – 5,760 / Month

Closing Date: Friday, March 10, 2023

THE JOB: Under direction, plan, supervise and complete the ordering, planning, preparation, cooking, serving and cleaning up of meals to staff and detained youth; and do other work as required. The current vacancy is in the Santa Cruz County Probation Department Juvenile Hall. The Juvenile Hall serves three hot meals a day, with about 30 servings per meal. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience cooking meals in a large institutional or commercial kitchen. Some of the required experience must include supervisory or lead work experience.

Special Requirements/Conditions: License Requirement: Possess and maintain a valid California Class C Driver License. **Background Investigation:** Ability to pass a full background investigation. **Special Working Conditions:** Exposure to the possibility of burns and/ or bodily injury; infections which might cause chronic disease or death; variable temperatures; electrical hazards; insect bites or stings; chemical irritants; high levels of noise; and potentially hostile inmates. **Other Special Requirements:** Availability to work a flexible schedule, including evenings, weekends, holidays and on an emergency, as needed basis. Candidates working in juvenile detention facilities are subject to the State of California Board of State and Community Corrections Title 15 - Minimum Standards for Juvenile Facilities and must pass a pre-employment medical evaluation and physical examination that meet the requirements of Title 15, Article 3.

Knowledge: Thorough knowledge of the principles, methods and equipment used in the care, preparation, cooking and serving of food in institutional settings; and kitchen sanitation and safety measures and the operation, cleaning and care of utensils, equipment and work areas. Working knowledge of food values including nutritional and economical substitutes. Some knowledge of the principles and practices of supervision.



Ability to: Plan, organize and direct the work of subordinates and inmates assigned as kitchen helpers; prepare, cook and serve a variety of attractive and nutritious foods in large quantities; keep food accounting records; prepare written reports; determine food quality and quantity necessary for groups of varying sizes; establish and maintain an effective working relationship with others; practice security measures; lift items weighing up to 60 pounds from floor level, such as boxes of produce; stand and walk for long periods with intermittent breaks; and work alone for long periods.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

HEAD COOK – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience working as a cook in a kitchen with other cooks. Include your supervisory and training experience in the kitchen.
2. Describe in detail your experience cooking a variety of meals using fresh ingredients in a commercial kitchen.
3. Describe your knowledge and experience ordering food and menu planning for a commercial kitchen.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

LIVE Here

WORK Here

PLAY Here