



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Kitchen Assistant – Part Time	<b>Job Number</b>	685-0655PT-080221
<b>Department Head</b>	Juvenile Facility Kitchen Manager	<b>Date Open</b>	August 2, 2021
<b>Salary Range Minimum</b>	\$14.37 Hourly	<b>Application Deadline</b>	Until Filled

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**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
  - Fax: 512-393-2227
  - Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)
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**Education and/or Experience**

- Requires a High School Diploma or GED.
- Requires three years of institutional food service experience OR an equivalent combination of education and experience.

**Other Qualifications, Certificates, Licenses, Registrations**

- Health certificates from the County Health Department.
- Ability to maintain continuing education requirements for the State of Texas.
- Must successfully complete and pass the following clearances:
  - Criminal History (TCIC/NCIC)
  - Sex Offender Registration Database Check
  - Driver's License
  - Pre-employment drug screen

**Required Skills**

- Cooks the food with the help of staff.
  - Cleans the cooking utensils and other items used in the preparation of the meals.
  - Orders, inventories, and writes purchase orders on a daily basis for the foods needed for upcoming days.
  - Prepares daily menus.
  - Ensures meals meet dietary requirements of USDA school breakfast, lunch and dinner dietary allowances
  - Assures the temperature of the refrigerator and freezer remains at the appropriate levels.
  - Cleans and supervises the cleaning of the kitchen in accordance with Health Department standards.
  - Checks equipment to assure cleanliness, proper operability, and whether routine maintenance is being performed.
  - Exceptional knowledge of recipes for institutional cooking.
  - Exceptional knowledge of the principles and practices of supervision.
  - Exceptional knowledge of the special precautions necessary to operate a full service kitchen.
  - General knowledge of the various equipment and tools used in institutional cooking and their proper cleaning, maintenance and repair.
  - Other duties as assigned.
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**Summary**

Under supervision of the Food Services Manager is responsible for the preparation of meals for the center.

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Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**