



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Kitchen Assistant	<b>Job Number</b>	618-0655-081021
<b>Department Head</b>	Assistant Food Service Coordinator	<b>Date Open</b>	August 10, 2021
<b>Salary Range Minimum</b>	\$29,886.99 Annual	<b>Application Deadline</b>	Until Filled

In order to be considered for this job a completed HCSO Application must be submitted to **Hays County Sheriff's Office**

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Sheriff's office
- Request PDF forms from [sandra.galvan@co.hays.tx.us](mailto:sandra.galvan@co.hays.tx.us) via email

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

- Hand-deliver to 810 S. Stagecoach Trail, San Marcos, TX 78666
- Fax: 512-393-7879
- Email: [sandra.galvan@co.hays.tx.us](mailto:sandra.galvan@co.hays.tx.us)

**For more information about this job or the application process call 512-393-7788.**

**Education and/or Experience**

- Any combination of experience or training may be substituted on a year for year basis
- Requires a High School Diploma or GED
- Requires 3 years of institutional food service experience

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

- Food handlers permit from the County Health Department
- Class C TX driver's license
- Ability to maintain continuing education requirements for the State of Texas

**Responsibilities**

- Prepares meals with inmate assistance
- Cleans the cooking utensils and other items used in the preparation of the meals
- Assures the temperature of the refrigerator and freezer remain at the appropriate levels
- Supervises the cleaning of the kitchen and assures that the kitchen is cleaned properly and in accordance with Health Department standards
- Checks equipment to assure cleanliness, operability and whether routine maintenance is being performed
- Contacts supervisor for the appropriate vendor to be notified for maintenance/repair
- Requires the employee to be able to render credible testimony in any court proceeding to include Justice Courts, County Courts, District Courts and any U.S. Federal Court
- Performs other duties as assigned

**Summary**

Under supervision, the Kitchen Assistant provides direct supervision of inmates in the preparation of meals for the jail facility as well as staff members. The Kitchen Assistant assists in managing the food service operations of the Hays County Jail providing inmates with nutritious meals three times a day, every day. The product of the employee's work affects the operation of the Sheriff's Office, which may include the well being of persons that are not employed in the department. This position must have a good work ethic, meet deadlines, have good attendance, be punctual, reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude.

**Individuals in this position serve at the pleasure of the current elected official.**

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.**