



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Kitchen Officer</b>	<b>Opening Date:</b>  <b>February 12, 2018</b>	<b>Application Deadline:</b>  <b>February 22, 2018</b>	<b>Job #:</b>
<b>Department:</b>  <b>Sheriff's Department</b>	<b>Starting Salary:</b>  <b>\$16.60-\$18.60 hourly</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

**INTERNAL ONLY**

**BRIEF JOB DESCRIPTION:** Responsibilities for this position include ensuring the smooth operation of the food service program for the Bastrop County Jail, and for providing nutritious, wholesome meals to inmates and staff. Includes direct supervision of inmates in the preparation of meals for the jail facility, and responsibility for the proper cleaning and maintenance of the kitchen area and equipment. The product of the employee's work affects the operation of the Department, and the well-being of persons other than Bastrop County employees.

**GENERAL KNOWLEDGE, SKILLS AND ABILITIES:** Must possess knowledge of the operational requirements of a full-service kitchen, including nutritionally sound food preparation procedures for institutional cooking. Must be able to select and supervise skilled inmate labor, with the ability to organize people and work procedures. Must have comprehensive knowledge of health protection and sanitary food handling procedures and requirements. Must have the ability to operate and cook with institutional food service equipment. Must possess excellent verbal and written skills.

**MINIMUM QUALIFICATIONS:** Must be a TCOLE licensed Jailer or the ability to obtain one. Experience in large quantity food preparation is preferred but not required. Applicant must be able to acquire a food handler's license that is required by the Texas State Health Department.

**SELECTION PROCESS:** Candidates must submit a letter of interest, and a resume to Captain Lisa Miller by 5:00pm on the closing date. Candidates will be selected by administrative review based on experience, training, productivity, and performance appraisals.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

**A cover letter and resume is all that is required. The BCSO application is not required for this position.** Interested parties may mail or drop off a cover letter and resume to: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.