

CIVIL SERVICE COMMISSION

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GRAYS HARBOR COUNTY

STATE OF WASHINGTON

Notice of Examination for Jail Relief Cook

The Grays Harbor County Civil Service Commission is establishing an eligibility list for Jail Relief Cook with the Grays Harbor County Sheriff's Department. The resulting eligibility list will be used to hire Jail Relief Cooks on an as needed basis. The beginning salary for Jail Relief Jail Cook is \$22.26 per hour. A Relief Cook might work 25-50 hours per month.

Application Process: Applicants for placement on the Jail Relief Cook eligibility list must complete a Grays Harbor County Civil Service Commission application for testing form. These forms are available at the Sheriff's Office in Montesano and at the WorkSource Grays Harbor office in Aberdeen. A form should be attached to this notice. Completed application forms must be mailed to the Civil Service Commission at Post Office Box 1724, Aberdeen, WA 98520, by July 15, 2009. Applications postmarked after March July 15, 2009, will be rejected.

Minimum qualifications for Jail Relief Cook include experience in food service; possession of a valid Washington State food handler's permit at time of hire; possession of a valid Washington State driver's license at time of hire; U.S. citizen at least 18 years old; have a high school or GED diploma, have no record of felony conviction or of gross misdemeanor/misdemeanor conviction of crimes involving controlled substances or physical harm.

Examination Process: Applicants must appear for testing on time at the place specified and must bring picture identification with them. Make-up tests will not be given. Qualifying applicants will be scheduled for a short written test and individual oral boards, tentatively set for July 23, 2009. The written test will be used by the oral board in evaluating each applicant's food handling knowledge. The passing score for the oral board is 70 out of a possible 100 points. In addition, if you are eligible for veteran's preference points, they will be added to your oral board score. If you are claiming veteran's preference, you must submit a copy of your DD214 discharge papers showing your character of service (box 24) for verification of eligibility. Veteran's preference cannot be given without such proof. Final scores will be tabulated and applicants ranked on the Jail Relief Cook list in descending order of total scores.

Selection Procedure: The Civil Service Commission will certify the eligibility list. As vacancies in the Jail Relief Cook position occur, the Sheriff will be given the top 3 names on the eligibility list for consideration in filling the vacancy. The list will be valid for 6 months and may be extended. It is the responsibility of those on the list to keep the Civil Service Commission notified of any change in their address and/or phone number. Failure to do so is cause for removal from the list.

Read the Jail Relief Cook job description on the next page. If interested, complete the attached Application for Testing form and mail it to Grays Harbor County Civil Service Commission, PO Box 1724, Aberdeen, WA 98520, by the closing date of July 15, 2009. Applications postmarked after July 15, 2009, will be rejected. Grays Harbor County is an equal opportunity employer.

Pansy Bray
Chief Examiner
Grays Harbor County Civil Service Commission

Jail Relief Cook testing closing July 15, 2009

Jail Relief Cook Job Description

Definition: Non-Commissioned civilian employee.

Duties and Responsibilities: A Jail Relief Cook is responsible for the preparation of the day's meals for the Corrections Facility. The Relief Jail Cook reports to the Corrections Sergeant of the day. A Jail Relief Cook usually works an 8-hour day.

General Responsibilities:

Overall preparation of the menu fare. These activities include hands-on preparation of food using standardized recipes, maintaining proper inventory and assisting with culinary recordkeeping procedures as requested, including: inventory, stock rotation, cleaning and sanitation schedules, all food temperature charts, and meal count.

Supervise and maintain security of working areas and work materials; inspect premises for contraband. Supervise inmates in the preparation of menu fare and food service. Supervise and monitor inmates in restoring order to the work areas after meal service is completed.

All other duties as assigned by the Sheriff.

Qualifications:

Be a citizen of the United States. Must have food service experience. Be at least 18 years of age prior to appointment. Have no record of felony conviction. Have no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm. Must have high school or GED diploma. Must have valid Washington State driver's license at time of hire. Must obtain and maintain a current Food Handler's permit. Must be able to perform well under pressure with little supervision. Must always maintain a neat, clean, business-like appearance. Must pass Civil Service examination and extensive background checks.

Desirable skills: Knowledge of basic institutional food preparation. Obtain and maintain a Basic First Aid and CPR card.

Grays Harbor County Civil Service Commission
Post Office Box 1724
Aberdeen, Washington 98520

Application for Testing for Employment with the Grays Harbor County Sheriff's Department

Read carefully before filling out application.
 Please print in ink or typewrite. Mail completed application sheet to the Grays Harbor County Civil Service Commission at the address above.

Applicants will be subject to a background check before being hired.

Applying for _____
 Position of Jail Relief Cook

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____

Social Security Number _____

Date of birth _____

High School Graduate? _____ G.E.D? _____

United States Citizen? _____

Valid Washington State Driver's License? _____

Current Washington State Food Handler's Permit?
 Yes _____ No _____

Do you have a record of felony conviction or gross misdemeanor/misdemeanor conviction for crimes involving controlled substances or physical harm?
 Yes _____ NO _____

Per RCW 41.04.010. certain Veterans are eligible for Veteran's scoring criteria points. (preference points)

Do you qualify for these points? _____

Do you claim these points? _____

Have you ever obtained employment in Washington State thru the use of Veteran's preference? _____
 If you are claiming Veteran's preference points, you must attach a copy of your DD214 discharge papers.

For Office Use only

Date received _____

Application complete _____

Action taken _____

TESTING RECORD

type of test	date taken	raw score	weighted score
Keyboarding			
Physical Ability			
Written			
Oral Board			
Sub-total			
Veterans scoring criteria points			
Total Points			
Rank on Jail Relief Cook eligibility list			

Jail Relief Cook testing closing July 15, 2009

Application for Testing for Employment with the Grays Harbor County Sheriff's Department, page 2

Educational Background:

High School diploma from _____, _____, _____, _____
Name of High School City State Year

G.E. D. awarded from _____, _____, _____, _____
Name of Agency City State Year

Please give further education as follows:

School City & State Dates attended Degree Major/Minor or Training received

Military Service:

Branch of Service _____ Date In _____ Date Out _____

(If you are claiming Veterans scoring criteria points you must attach a copy of your DD214 discharge papers showing Box 24 – character of service - for validation of eligibility for Veteran's preference.)

Employment Background: List employment on this form. Do not attach resume.

List all employment for past 5 years in chronological order.

Employer City & State Dates from – to Type of work Reason for leaving

How did you learn of the position for which you are applying? _____

Have you made previous application for testing to the Grays Harbor County Civil Service Commission? _____

When? _____ For what position? _____

All my answers and statements in this application are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may be cause for rejection of my application, removal of my name from the list of eligibles, or dismissal if I am employed.

Signature of applicant

Date signed