

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Cook	<b>Level:</b> 00
<b>Title Code No:</b> 90210	<b>Salary:</b> \$34,898 - \$44,334 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Cook	<b>Work Location:</b> Rikers Island, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Nutritional Services	<b>Number of Positions:</b> 14
<b>Job ID:</b> 167839	<b>Hours/Shift:</b> Day Tour

**Job Description**

Under direct supervision, performs work of ordinary difficulty and responsibility in the preparation of food in an institution. Responsible for:

- Preparation and cooking of foods, using standard procedures and quantity recipes;
- Portioning out foods according to departmental standards and checking prepared food out of the kitchen to feeding areas;
- Supervise and instruct inmates assigned to the unit;
- Responsible for the cleanliness and order of the work area;
- Serve on steam table in serving area, as required;
- Perform related work and special projects as may be required.

**Minimum Qualification Requirements**

1. Two years of cooking experience. There are no formal educational requirements. However, candidates must be able to speak, read and write English and carry out simple instructions.
2. For Department of Correction and Department of Juvenile Justice only One year of experience in a correctional facility assisting in the cooking and preparation of food and performing related functions under the supervision of a Cook.

**Preferred Skills**

Qualifying Certificate in Food Protection issued by the New York City Department of Health and Mental Hygiene required.

Previous work experience in a restaurant, school, or other large scale food operation.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#: 167839.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 167839.

Attention: Shynelle Venzen

Submission of a resume is not a guarantee that you will receive an interview.  
Only those candidates under consideration will be contacted.

<b>Posting Date:</b> 09/22/2014	<b>Post Until:</b> 11/21/2014
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**The City of New York is an Equal Opportunity Employer**