



**840 Main Street  
Peekskill, New York 10566**

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### **VACANCY FOR COOK**

**Posting Date: SEPTEMBER 7, 2018**

**Salary: \$46,591 - \$56,180**

The City of Peekskill, located in Westchester County, is seeking a full-time Cook for the Nutrition/Senior Program. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must meet the Westchester County Civil Service requirements to be appointed or to transfer to this position. To be considered, please submit a Letter of Interest, City of Peekskill Application and Résumé to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jduncan@cityofpeekskill.com](mailto:jduncan@cityofpeekskill.com)). Employment Applications can be obtained from the Human Resources Office or the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

**Application Deadline: SEPTEMBER 17, 2018**



<b>CITY OF PEEKSKILL JOB DESCRIPTION</b>
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<i>Job Title:</i>	<b>Cook</b>	<i>Department:</i>	<b>Nutrition/Seniors</b>
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	<b>Nutrition Site Manager</b>	<i>Civil Service Classification:</i>	<b>Non- Competitive</b>
<i>Prepared by:</i>	<b>City of Peekskill Department of Human Resources</b>	<i>Employment Status:</i>	<b>Full-Time</b>
		<i>FLSA Status:</i>	<b>Non-Exempt</b>

**JOB SUMMARY**

Preparation, cooking and serving of a variety of foods in large quantities for use in the Nutrition/Seniors program. Does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Clean, cut, and cook meat, fish, or poultry.
- Cook foods according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
- Clean and inspect kitchen equipment/appliances, and work areas to ensure cleanliness and functional operation.
- Apportion and serve food to facility patrons.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Wash pots, pans, dishes, utensils, and all other cooking/serving equipment.
- Take inventory of supplies and equipment.
- Train new employees.
- Monitor use of government food commodities to ensure that proper procedures are followed.
- Requisition food supplies, kitchen equipment, and appliances, based on estimates of future needs.

**SUPERVISORY RESPONSIBILITIES**

Supervision is exercised over Food Service Helpers.

**MINIMUM QUALIFICATIONS** *(As adopted by the Westchester County Human Resources Department)*

Three (3) years of experience where the primary function of the position was in the preparation, cooking, and serving of food on a large scale\*\*.

\*\*DEFINITION: Large scale is defined as the preparation, cooking and serving of food for more than 200 people on a daily basis, either in an institutional setting such as a hospital, school, correctional facility, or nursing home, or in a catering hall or other related business where the primary function is preparing, cooking and serving food for more than 200 people on a daily basis.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards an Associate's Degree in Culinary Arts and Management or a related field may be substituted on a year for year basis for up to two (2) years of the specialized experience described above. All coursework must be verified by official transcript.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

## **PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

## **ENVIRONMENTAL CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

## **EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.