

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Cook Assistant
Department of Recreation and Parks

An Equal Opportunity Employer

Cook Assistant – Department of Recreation and Parks, Hashawha Environmental Center

\$13.05 hourly, 25 hours per week, contractual position

Hours vary and include evenings, weekends, and holidays

This position will remain open until filled

Hashawha Environmental Center is seeking a candidate to assist in the preparation of meals for the Carroll County Outdoor School, summer camp groups, and weekend user groups.

Staff routinely prepare up to three meals a day for groups of up to 150 people, including meals for guests with food allergies and special dietary needs. Duties of the position include meal preparation in accordance with posted menus, operation of commercial kitchen equipment, scratch cooking and scratch baking, compliance with state and federal health and safety rules. Additionally, individuals are expected to assist in cleaning and maintaining the facility.

The ideal candidate for this position should possess exceptional customer service and communication skills, a keen eye for detail, and enjoy working in a fast-paced environment. Prior experience with special diets and food allergies is a plus.

See next page for the full job description.

Qualifications:

1. High School diploma or general education diploma
2. One year experience in volume food preparation
3. Requires criminal background check as condition of employment

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ 40 hours of Paid Time off (PTO)

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 9.14.21
(22-47)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

COOK ASSISTANT

GENERAL RESPONSIBILITIES

Assists in meal preparation for large user groups at Hashawha Environmental Center, including days, evenings, weekends and some holidays. Dishwashing, cleaning, assisting user groups at meal service and other duties may be assigned according to facility needs.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Operate commercial kitchen equipment including equipment such as a commercial dishwasher, meat slicer, deep fryer, stoves, grills, mixers and a variety of cooking utensils
2. Assist cooks with same and next day meal preparation and baking for user groups
3. Safely use raw materials, equipment, and methods in volume food preparation
4. Ensure safe and sanitary use and storage of equipment, food, work areas and facility
5. Maintain cleanliness of kitchen equipment, work areas and surfaces, sinks, floors and dining areas, using industrial cleaning equipment and chemicals in an appropriate manner
6. Assist campers with food distribution and clean up
7. Collect and dispose of trash properly. Distribute compostable and recyclable materials in proper receptacles
8. Assist with special projects at the Hashawha Environmental Center
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED)
2. One year experience in volume food preparation

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret information and manuals, and policies
2. Apply knowledge of volume food planning and preparation
3. Apply state and federal health and safety rules and regulations to food service operations
4. Respond to inquiries or complaints from employees and customers
5. Apply mathematical concepts and knowledge of weights and measurements
6. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires criminal background check as condition of employment