

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

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| POSITION: Cook | OPENING DATE: January 22, 2019 |
| SALARY: starts at \$ 10.04 per Hour | APPLICATION DATE: Until Filled |

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under periodic supervision, prepares meals in an institutional setting; and performs related work as required. Incumbent performs work of routine difficulty in planning and cooking nutritious meals; menus are approved by supervisor.

EXAMPLES OF WORK

Plans and prepares balanced meals; uses sanitary procedures in food preparation and sterilization of dishes and utensils; cleans kitchen, dining and food storage areas; keeps inventory; plans food and supply orders; receives and stores food and supplies properly; completes daily kitchen report, listing items used and number of individuals served.

MINIMUM QUALIFICATIONS

Training and Experience: Completion of a training course in cooking and one (1) year of experience in institutional or commercial cooking; or an equivalent combination of training and experience. Must be of high, morale character.

Knowledge, Abilities, and Skills: Considerable knowledge of cooking large quantities; considerable knowledge of meal planning, cooking and sanitation. Ability to understand and follow policies and procedures.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340
Equal Employment Opportunity Employer