



# Department of Human Resources & Civil Service

## Job Announcement

### Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:**                   **COOK**

**SALARY:**               \$34,713 – \$45,734 annually

**LOCATION:**             Monroe Community Hospital

**JOB SUMMARY:**

This is a food service position responsible for the preparation, cooking, and serving of hot and cold food items to students, faculty, patients, and patrons in a school or institutional setting. Food is prepared in accordance with established menus or specific diets. Employees may plan menus, complete food requisitions, and maintain inventory records. When assigned to an educational facility, the Cook may either be the responsible food service employee in an elementary school or work under the general supervision of a Cook Manager in an elementary, junior or senior high school. When assigned to an institutional setting, the Cook reports directly to, and works under the general supervision of a Lead Cook, Food Service Manager or other higher level staff member. Direct supervision may be exercised over Assistant Cooks and other food service employees. Does related work as required.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration or Culinary Arts or a closely related field, PLUS six (6) months of paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for consumption on a large scale for a restaurant, hotel or institution, other than short order or fast food; OR,
- (B) Two (2) years of paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** March 18, 2024

**Posting Deadline:** Until Filled