

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

<b>Civil Service Title:</b> Cook	<b>Level:</b> N/A
<b>Title Code No:</b> 90210	<b>Salary:</b> \$36,494.00 - \$46,362.00 <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> 9
<b>Job ID:</b> 243201	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.</p> <p>The DOC is seeking cooks who's task will include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Performing work of ordinary difficulty and responsibility in the preparation of food in an institution and be responsible for;</li> <li>• Preparation and cooking of food, using standard procedures and quantity recipes;</li> <li>• Portioning out food according to departmental standards and checking prepared food out of the kitchen to feeding areas;</li> <li>• Supervises and instructs inmates assigned to the unit;</li> <li>• Responsible for the cleanliness and order of the work area;</li> <li>• Serves on steam table in serving area, as required;</li> <li>• Performs related duties and special projects as assigned.</li> </ul>	
<b>Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. For Department of Correction and Department of Juvenile Justice only: <ul style="list-style-type: none"> <li>• 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.</li> </ul> </li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Qualifying Certificate in Food Protection issued by the New York City Department of Health and Mental Hygiene required.</li> <li>• Previous work experience in a restaurant, school, or other large scale food operation.</li> </ul>	
<b>Residency Requirements</b>	
<p>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.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# <b>243201</b>. For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# <b>243201</b>. Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
<b>Post Date:</b> 06/15/16	<b>Post Until Filled:</b> 6/28/16

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**