



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Adult Detention Facility Cook

An Equal Opportunity Employer

SALARY

\$19.11 - \$23.23 Hourly \$1,534.03 - \$1,864.76 Biweekly \$3,323.74 - \$4,040.32 Monthly
\$39,884.86 - \$48,483.80 Annually

OPENING DATE: 05/16/18

CLOSING DATE: 06/04/18

THE POSITION

Now Hiring Food Service Professionals!

In addition to on-the-job training and a starting salary up to \$23.23/hour* (\$48,483/year), the County offers an additional hourly cash allowance of \$3.45/hour (up to 80 hours per pay period), premium pay, and a generous benefits package including wellness and professional development funds.

- Do you have experience cooking with industrial-sized equipment in large facilities?
- Are you willing to work alongside inmates, provide them guidance, and exercise your leadership skills?
- Do you come to work with a positive attitude, work with confidence, and know how to be a team player?

If you answered "Yes" to these questions, then the Sonoma County Sheriff's Office wants you on their team as an Adult Detention Facility Cook.

The Adult Detention Facility Cook provides a valuable service to the Sonoma County Sheriff's Office. Whether it is cooking and serving large quantities of nutritious food, preparing special meals for medically-restricted diets, and/or creating new recipes or meal plans for staff meals/events, working as an Adult Detention Facility Cook provides a variety of challenges that will help you advance your culinary expertise.

JOIN THE SHERIFF'S OFFICE FAMILY

A career with the Sheriff's Office is anything but monotonous. When you join the Sonoma County Sheriff's Office, you become part of a strong work family that makes a difference in our community. You can also look forward to excellent benefits* including:

- Premium pay of 5%/hour, in addition to the hourly pay rate, for hours worked in the Main Adult Detention Facility (MADF)/North County Detention facility (NCDF)
- Premium pay of \$1.15 per hour, in addition to the hourly pay rate, for bilingual assignments
- Competitive vacation and sick leave accruals, 11 holidays per year
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range
- Additional premium pay of 5%/hour for defined evening shift assignments; 10%/hour for defined night shift assignments

- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement
- County issued uniforms
- Onsite workout facilities

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. For additional information about our community and the services our Sheriff's Office provides, please visit www.sonomacountyconnections.org and the [Sheriff's Office website](#).

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#). Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. A bilingual examination will be conducted prior to employment to confirm level of skill. The bilingual premium pay begins upon the assignment of a bilingual caseload. The Civil Service title for this position is Cook. Cooks are required to lift, push, and pull heavy equipment and supplies. Additionally, they may work for long periods of time, while standing, under conditions of high temperature.

This employment list may also be used to fill future full-time or part-time positions as they occur during the active status of the list. *County employees who wish to be considered for future positions should consider applying to this recruitment.*

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: The ability to speak, read and write English and make simple arithmetical calculations commensurate with the knowledge and abilities listed. Successful completion of special courses in institutional food preparation is highly desirable.

Experience: Any combination of experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, two years of recent experience in the preparation and cooking of a variety of foods in a large-scale institutional or commercial setting, such as a medium sized hospital or detention facility, would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: the methods, procedures and equipment involved in the large scale preparation of foods; the health and safety hazards in institutional food preparation; the necessary safety precautions. Some knowledge of: the basic principles and practices of dietetics and nutrition.

Ability to: follow detailed oral and written instructions; prepare and cook food in large quantities; prepare modified diet items; supervise the work of assigned staff and inmates; establish and maintain effective working relationships with coworkers, inmates or wards, supervisors and staff of other departments; work early morning shifts, evenings, holidays and weekends; work for long periods of time while standing and under conditions of high

temperature; lift, push and pull heavy equipment and supplies; make simple arithmetical calculations; operate kitchen equipment.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

BACKGROUND PROCESS

Being part of the Sheriff's Office and being expected to keep the public safe requires a thorough background investigation process. This process includes an assessment of prior work history, verifying educational experiences, court reports, public records searches, understanding past patterns relating to drug usage, financial patterns, etc. This entails gathering a significant amount of information from job candidates and speaking to former employers, friends, family members, etc. Polygraphs, drug tests, and medical, and physical examinations are also part of this process. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment. This process can take anywhere from 3-5 months. Many factors are taken into consideration and one should not assume a credit issue or prior

drug use is automatically disqualifying. Candidates will be given the opportunity to present mitigating information they feel should be considered. You are encouraged to be as responsive as possible while this process is taking place to help expedite the timeline, and we encourage you to stay patient and interested in this great career opportunity while this process is taking place.

You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

Please read the [Sheriff's Office Pre-Employment Drug Use Guidelines](#) for further information.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG

HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/05-6228-O

ADULT DETENTION FACILITY COOK

CG

Adult Detention Facility Cook Supplemental Questionnaire

- * 1. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- ☐ I would also like to be considered for future part-time positions.
- ☐ I would also like to be considered for future extra-help positions.
- ☐ I am only interested in full-time positions.

- * 2. How did you first learn about this opportunity?

- ☐ Association of Bay Area Governments (ABAG)
- ☐ CalJobs
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Mendocino
- ☐ Craigslist Sacramento
- ☐ Culinary Institute of America
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed

- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ Santa Rosa Junior College Culinary Program
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

* 3. Are you willing to undergo a thorough background investigation, which may include a review of criminal, employment, education, driving, and credit records, and an inquiry into your personal and social history, including any use of drugs and alcohol?

☐ Yes ☐ No

* 4. Are you willing to work any shift assignments, including evenings, nights, weekends, and holidays?

☐ Yes ☐ No

* 5. Please list the courses or trainings you have completed in food preparation. Include the name of the course(s) or training(s), where you took the class, the duration of the class (hours, months, days, units, credits, etc.), and any certifications you received.

* 6. Please describe your experience preparing and cooking a variety of foods in a large-scale institutional or commercial setting. Highlight any experience you may have preparing food in:

- The military
- Hospitals
- Convalescent/in patient facilities
- A large-scale restaurant setting
- Detention facilities

Include your job title(s), employing agency name and your date(s) of employment (mm/yy - mm/yy), the typical number of meals served per service, and your specific job duties.

* 7. Please describe your experience preparing special or medically-restricted meals for special dietary needs. If you do not possess this experience, please respond, "NA."

* 8. Please describe your experience training or supervising the work of others in a food service environment. Describe the number individuals you trained/lead and your related duties.

* Required Question

COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

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