

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Head Cook

**SALARY:** \$43,907-\$51,655

**TYPE OF EMPLOYMENT:** Full-Time (11-month)

**ISSUE DATE:** 10/17/24

**THE FINAL DATE TO FILE APPLICATIONS:** 10/31/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/01/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from high school or possession of a high school equivalency diploma AND three years of full-time paid (or the equivalent part-time and/or volunteer) large-scale cooking experience in nursing home, hospital, school cafeteria, or similar facility, at least six months of which must have been as a lead worker or in a supervisory capacity; OR
- (b) Graduation from high school or possession of a high school equivalency diploma AND three years of full-time paid (or the equivalent part-time and/or volunteer) large-scale cooking experience which involved banquet preparation on a full-time basis with a restaurant, hotel, catering company, or similar organization, at least six months of which must have been as a lead worker or in a supervisory capacity; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above with at least six months of such experience as a lead worker or in a supervisory capacity.

**NOTE:** Experience as a short order cook or in a facility serving a limited population or menu is NOT qualifying.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**FOR EMPLOYMENT AT THE TOMPKINS COUNTY JAIL:**

Must possess a valid NYS driver's license at the time of appointment and maintain such license for the duration of employment. Must be willing to submit to a personal history and criminal background investigation.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position involving responsibility for the planning of menus, purchase of food and preparation and serving of meals in an institutional setting in accordance with established guidelines. The work is performed under general supervision with wide leeway allowed for the exercise of independent judgment when performing the duties assigned. This position is responsible for the supervision of Cooks, Food Service Helpers, Inmate Food Workers (at the Jail) and other assigned personnel. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Plans meals, maintains an inventory of food and supplies, and prepares orders for suppliers;
- Rotates and checks stock for spoilage;
- Performs a wide range of food preparation, cooking and baking duties encompassing all the duties described in the Cook class specification;
- Instructs cooks in the preparation, cooking, and baking of new menu items and of items which they find difficult to master;
- Supervises and assists Cooks, Aids, and residents in performing pot washing or cleaning tasks in the kitchen;
- Keeps records and prepares reports on food service production;
- Plans and prepares difficult or special dishes;
- Assists in the maintenance of the kitchen budget.

#### **AT THE TOMPKINS COUNTY JAIL:**

- Plans menus in accordance with established nutritional guidelines and food allowance and determines amount of food to be prepared;
- Supervises, instructs and trains employees and inmates;
- Prepares, cooks and dispenses food in quantity;
- Cleans and maintains utensils, equipment and work areas;
- Makes inspections and develops and maintains appropriate food handling practices;
- Orders and receives, inspects, stores and inventories food supplies;
- Supervises garbage disposal as required;
- Keeps various records and reports;
- Attends required trainings, meetings (on and off site) and picks up local supplies;
- Attends required training out of town.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles, methods and equipment used in the care, preparation, cooking and serving of food in a large-scale institutional setting; Good knowledge of large-scale food preparation, cooking and baking methods;
- Good knowledge of the principles and practices of supervision;
- Working knowledge of food values including nutritional and economical substitutes;
- Working knowledge of the processes involved in menu planning;
- Working knowledge of the health and safety factors and sanitary codes involved in the preparation of food;
- Working knowledge of inventory control and ordering procedures;
- Working knowledge of kitchen sanitation and safety measures and the operation, cleaning, and care of utensils, equipment and work areas.
- Skill in performing procedures involved in large scale cooking and baking;
- Ability to understand and carry out oral and written instructions;
- Ability to plan, assign and supervise the work of others;
- Ability to keep simple records and prepare reports;
- Ability to establish and maintain effective working relationships with others;
- Ability to lift items up to 50 pounds from floor level such as boxes of produce;
- Ability to stand and walk for long periods of time with intermittent breaks;
- Willingness to work early morning hours, evening hours, and weekends;
- Reliability, cleanliness, tact and courtesy are all required;
- The employee's physical condition shall be commensurate with the demands of the position.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850