NIAGARA COUNTY JOB POSTING

DATE POSTED: **11/13/26** DEADLINE: **12/4/26**

POSITION TITLE/ #: **Cook p/t #1352**

POSITION CLASS: **Non-competitive**

PAY RATE: **$21.20 - $23.52** WEEKLY HOURS: **19.5**

DEPARTMENT/DIVISION: **Aging**

WORK LOCATION: **Jail Kitchen**

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: **Permanent**

Submit letter of interest and resume to:

NAME: **Darlene DiCarlo, Director**

ADDRESS: 111 Main Street, Suite 101, Lockport, 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: **Permanent**

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Positions in this class involve the preparation and delivery of food to an institutional food service department. Employees in this class may be involved in the preparation, planning, procurement, sanitation, and delivery of nutritious meals. The vast majority of work is performed while standing and the incumbent must be able to lift at least fifty (50) pounds. Work is performed under the general supervision of the Head Cook or management staff for compliance with department policy and regulations. Immediate supervision may be exercised over the work of Assistant Cooks, Food Service Helpers, jail inmates (when assigned to the Sheriff's Office), and assigned personnel. Does related work as required.

MINIMUM QUALIFICATIONS: **Graduation from a standard high school or possession of an equivalency diploma AND one of the following:**

1. One (1) year of satisfactory paid experience in large-scale food preparation; OR

2. Graduation from a post-secondary vocational/technical institute with a certificate in culinary arts, food service/preparation, or a closely related field; OR
3. Completion of thirty (30) semester credit hours from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees in culinary arts, food service/preparation, or a closely related field; OR
4. Six (6) months of part-time or full-time experience as a Food Service Helper in a nutrition site or school cafeteria; OR
5. Satisfactory equivalent combination of the training and experience as defined by (1), (2), (3), and (4) above.

NOTE: Part-time experience will be prorated.

SPECIAL REQUIREMENT: Candidates must pass a background check for appointment at the Sheriff's Office.

Apply electronically at: https://niagara-portal.mycivilservice.com/ **or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094**

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
https://niagara-portal.mycivilservice.com/

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.
Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023