

Position opens: January 19, 20118



FOURTH JUDICIAL DISTRICT COURT
Elko County Juvenile Probation Department
665 West Silver Street
Elko, Nevada 89801
(775) 753-4603
FAX (775) 777-3533

EMPLOYMENT ANNOUNCEMENT

POSITION: DETENTION COOK (Part-time Contractual)

SALARY: \$15.00 per hour

APPLICATION DEADLINE: February 2, 2018 – **EXTENDED TO 2/16/18**

The 4th Judicial District Court, Department II is seeking qualified candidates for the position of Juvenile Detention Cook. This position oversees and carries out operations in the kitchen while maintaining a secure correctional setting, communicates clearly with NSLP coordinators, maintains security and control, and assists with facility cleanliness within the scope of his/her work area. Must be willing to work overtime, holidays, weekends and shift work, if required. Must be 21 years of age by time of appointment. Will be required to successfully pass a law enforcement background investigation and pre-employment drug and alcohol screening.

Obtain an application and full job description at the Juvenile Probation Department.
Return completed applications to:

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-5984 fax

**The 4th Judicial District Court and Elko County
are an Equal Opportunity Provider and Employer.**

In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



FOURTH JUDICIAL DISTRICT COURT
Department 2 – Juvenile Division
665 West Silver Street
Elko, Nevada 89801
Phone (775) 753-4603
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JOB DESCRIPTION: DETENTION COOK

JOB CODE: Part-Time, Contractual

DEFINITION:

Oversees and carries out operations in the kitchen while maintaining a secure correctional setting, communicates regularly with NSLP coordinators, maintains security and control, and assists with facility cleanliness within the scope of his/her work area.

DISTINGUISHING CHARACTERISTICS:

This is a contractual position funded by the National School Lunch Program. A detention cook is distinguished from other restaurant positions in that the safety and security of the facility and those therein is of the utmost importance. This individual will also ensure that the parameters as outlined and provided by the NSLP coordinators are met and followed explicitly.

SUPERVISION RECEIVED AND EXERCISED:

As an employee of the court, a Detention Cook performs all listed duties under general supervision of the Shift Supervisor and the Juvenile Detention Director. This individual may occasionally supervise youth as they assist with cleaning the kitchen and dining area.

EXAMPLES OF RESPONSIBILITIES DUTIES:

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare and serve meals in accordance with local, state, and federal regulations.
- Completes inventory of supplies and food.
- Notify detention officers and/or the detention director if there is reason to suspect possible abuse of any kind.
- Maintains sight supervision of juveniles at all times while they are in the kitchen.
- Diffuse potentially assaultive or threatening behavior; will **NOT** physically restrain juveniles.
- Prepares and serves meals; completes inventory of supplies, utensils, and food
- Assist in kitchen maintenance.
- Complies with Elko County Policies and Department policies and procedures.
- Communicates tactfully and skillfully with appropriate persons.

- Restock the facility from deliveries and rotate stock.
- Prepare the kitchen for meals.

QUALIFICATIONS:

KNOWLEDGE OF:

- Principles and practices of food service.
- General kitchen operations
- General sight supervision tactics
- Pertinent federal, state and local laws, including mandatory reporting laws as they relate to child abuse and neglect.
- First-aid and CPR practices and techniques.

ABILITY TO:

- Build rapport with juveniles, listen and respond with empathy.
- Work effectively with juveniles and detention officers.
- Maintain confidentiality where appropriate.
- Observe details accurately and recognize suspicious behavior.
- Calmly respond to and make decisions under stress of emergency and confrontation.
- Keep appropriate written records of observations and actions taken, assist in preparation of routine reports.
- Communicate clearly and concisely orally and in writing.
- Interpret and apply Juvenile Detention Center policies and procedures.
- Perform basic custodial functions.
- Establish and maintain effective and courteous working relationships with those contacted in the course of work.
- Diffuse or control volatile or potentially volatile situations, but will **NOT** restrain violent or assaultive juveniles when appropriate.
- Administer first-aid or CPR when necessary.
- Identify and report potential child abuse and neglect to the appropriate agency.

EXPERIENCE AND EDUCATION:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Completion of high school or General Education Development (GED) Certificate. A combined three years of experience in the food service industry.

LICENSE OR CERTIFICATE:

- Must have a valid Nevada driver's license.
- First-aid and CPR certification within one year of employment, must be maintained as a condition of continued employment.
- Food Safety Program Certificate strongly preferred.
- Any other certification deemed appropriate for the position.

OTHER REQUIREMENTS:

- Must be 21 years of age by time of appointment.
- Candidates will be required to submit to and pass a law enforcement background investigation for initial and continued employment.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and endurance to adjust to changes in shift assignments during the 1100 to 1600 shift; strength, stamina, coordination, and balance to stand and walk for long periods, to bend, reach, and conduct inspections, strength, stamina; strength to move and to carry equipment and supplies that occasionally involve lifting or moving more than 50 pounds.

Ability to deal emotionally with exposure to the consequences of delinquent acts of youth.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

This position is Monday through Friday from 1100 to 1600. Frequently works within the detention facility. Incumbents are frequently subjected to the stress of dealing with juveniles, some of which may be uncooperative, emotional individuals, and resistive and combative

persons. May be personally subjected to the stress of exposure to dangerous persons and circumstances including sick individuals and to individuals with communicable diseases.