Applications are now being accepted for the following position(s) in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

### Position Overview

**Department:**
Centre County Correctional Facility

**Base Pay:**
$10.68/hour  
Grade: N-03

**Shift Available:**
Full Time

**Required Education:**
High school diploma or equivalent, plus ability to read and follow instructions.

**Required Experience:**
None required; restaurant or institution kitchen experience helpful.

**Special Requirements:**
This is a safety/security position and requires successful completion of several pre-employment requirements. More information will be provided to candidates who are selected for interview.

**Applications:**
Applications for this position will be accepted until a suitable candidate is selected.

### Summary of Job Functions

- Supervise and instruct approved inmate workers to ensure that all scheduled functions are performed.
- Review menus and work orders to determine type and quantity of food preparation required.
- Clean and wash food items and place in appropriate storage containers.
- Follows recipes and prepares meals as directed.
- Prepare and cook all food items and menu selections.
- Operate ovens, stoves and other kitchen equipment as required.
- Ensure inmates follow all safety and sanitation regulations.
- Supervise the washing and cleaning of utensils, pots, pans and kitchen equipment.
- Maintain a daily count of all cooking and food preparation utensils.
- Supervise cleanliness and sanitation of kitchen and equipment.

Equal Opportunity Employer