

**State of Washington
Dept. of Corrections
invites applications for the position of:
A/C Cook (WCCW)**

careers.wa.gov
Working for Washington State

SALARY: \$17.39 - \$22.60 Hourly
\$3,025.00 - \$3,932.00 Monthly

OPENING DATE: 02/07/18

CLOSING DATE: Continuous

DESCRIPTION:



**COOK AC (ADULT CORRECTIONS)
ON-CALL
WASHINGTON CORRECTIONS CENTER FOR WOMEN (WCCW)**

Note: This recruitment will be used to fill on-call vacancies that occur within the next 90 days

The Department of Corrections is seeking highly motivated and qualified individual's for the position of (On-Call) Cook AC, this recruitment is opened until filled. First round of application's will be reviewed **February 21, 2018**. This position is located at Washington Corrections Center for Women (WCCW) in Gig Harbor, Washington.

AGENCY PROFILE:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State. The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, and Health Services. The Department employs over 7,600 staff and has a biennial budget of approximately \$1.6 billion.

WASHINGTON CORRECTIONS CENTER FOR WOMEN is a 62.6-acre facility located approximately two miles from Gig Harbor. The site includes living units, administration buildings, a health clinic, education buildings, a gymnasium, a chapel, industries buildings, food service buildings, and support facilities.

Whether the work is inside a prison, in community corrections, or in an administrative office, the Washington State Department of Corrections professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society.

DUTIES:

- **Participate in the preparation and service of all food on a shift.**
 - Perform mathematical calculations, e.g., adding, subtracting, multiplying, and dividing.

- Ensure adherence to appropriate portion control protocols.
 - Ensure appropriate quality standards are met and the adequate quantity has been prepared.
 - Follow basic safety practices and preclude hazards and accidents.
 - Maintain and track knife and tool inventory.
- **Supervise and instruct offenders in general cooking, baking, meat cutting, and food preparation and service.**
 - Supervise, train, and instruct offenders in general food services practices.
 - Supervise and train offenders in preparing special diets (medical or religious). Preparing and setting up satellite trays or carts and serving lines.
 - Supervise, coach, instruct, train, and provide constructive feedback to offenders in the safe handling, operation, care, use and cleaning of kitchen equipment such as mixers, slicers, grills, steam kettles.
 - In accordance with policy, train offenders in the preparation and serving of food, hygiene, Hazard Analysis, and Critical Control Points (HACCP), use and care of equipment, and safety hazards (HAZMAT).
 - **Perform inventory and reporting tasks.**
 - Maintain and organize accurate food inventories, and rotate stock items.
 - Complete, monitor, and maintain HACCP logs.
 - Prepare work orders and equipment repair orders.
 - **Additional Duties as assigned.**

**QUALIFICATIONS:
REQUIRED:**

A high school diploma or equivalent and the successful completion of a culinary arts program at an accredited community college or vocational technical school.

OR

A high school diploma or equivalent and two years of experience as a cook in large-scale food operation, where at least 300 meals are prepared per day, e.g., institutions, restaurants, schools, and hospitals.

AND

The ability to:

- Cook a variety of foods
- Follow written and oral instructions
- Write clearly, factually, and concisely
- Read, understand, estimate quantities and follow recipes with minimal waste
- Effectively communicate verbally
- Schedule and organize daily work
- Operate and demonstrate the safe handling and operation of kitchen equipment, e.g., Mixers, ovens, choppers, slicers, grills, steam kettles
- Maintain security, order, and discipline of offenders supervised
- Role model appropriate behavior to offenders
- Supervise, coach, train, and provide constructive feedback to offenders in general kitchen operational practices

Knowledge of:

- A variety of foods
- Alternate food preparation methods i.e., cook/chill and cook/freeze
- Basic arithmetic, e.g., adding, subtracting, multiplying, and dividing
- Food service practices, food preparation, and production methods and procedures
- Food service record keeping
- HACCP protocols, practices, and tools for food service

Understanding of:

- Weights and measures and differentiate between applications
- Rethermalization of food process/procedures

Observation- Observes and strategizes personal action based on environmental conditions and human behavior.

Technology- Learns and utilizes computer based applications in the performance of job duties.

Stress Tolerance- Remains calm and rational while handling difficult situations including, but not limited to, volatile, threatening, or other crisis/emergency situations.

Professional Standards- Knows and applies relevant law, policy, procedure, and practice. Adheres to productivity standards and timelines established by law and policy. Identifies own training needs and proactively seeks training opportunities.

Adaptability- Incorporates new information into an existing framework of understanding. Accepts change and supports Agency through changes in law, policy and procedure.

Special

Note: Employees in these positions are required to furnish and maintain a food and beverage service workers permit through the local health department.

**SUPPLEMENTAL INFORMATION:
IMPORTANT NOTES:****IT IS A REQUIREMENT TO:**

Provide a minimum of three (3) professional references with your application. The Department of Corrections defines a professional reference as an individual who has been paid to supervise your work and can attest to your work performance, technical skills, and job competencies. If you do not have any or sufficient professional references, please include non-related professionals, such as educators or other professional associates. Failure to provide this information may result in your application not being considered for this position.

AND

Your answers to the supplemental questions MUST be supported by the work experience section in your application, or you may not be considered for this position. Resumes will not replace the "Work Experience" section of your online application. You may be disqualified if your work experience does not include information used to: 1) Meet the minimum qualifications of the job, and 2) back up your answers to the supplemental questions.

Only complete applications will be considered. Please ensure the application is complete, with employer and supervisor addresses and telephone numbers; and that all other blocks of information are complete, to include salary and the reason for leaving prior employment. Incomplete applications may eliminate the candidate from further consideration.

All DOC Employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

We are committed to maintaining a drug and alcohol free work environment, and our employees are expected to comply with all state and federal laws. A pre-employment drug test may be administered as part of the selection process. Applicants who test positive for any controlled substances, including marijuana, will be disqualified from consideration.

Animal care projects are a common component of most Washington State prisons, including dog and cat programs. Applicants with animal sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.

Tuberculosis is a priority health issue for DOC employees. The successful candidate may be required to provide valid proof of a baseline TB skin test within 60 days from the date of hire. When positive tests result, further information, testing and treatment may also be required. Employment is not contingent upon test results.

If this position is included in a Union Shop, employees will be required to become members within thirty (30) days of employment.

We are committed to hiring individuals who possess core diversity competencies:

Foster a positive attitude and openness toward the ever changing social and cultural makeup of the workplace.

Work effectively with men and women of different perspectives, abilities, disabilities, races, religions, ages, lifestyle preferences and social, ethnic and cultural backgrounds.

Respectfully acknowledge people's differences and recognize these differences are important and valuable.

Promote inclusiveness.

Be culturally sensitive and appropriate.

Respect and value diverse backgrounds and traditions.

DOC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, diversity, age, honorably discharged veteran, veteran status, genetic information, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

For questions about this recruitment, or to request reasonable accommodation in the application process, please e-mail Chardae Gillespie at chardae.gillespie@doc.wa.gov or call us at (253) 858-4691. For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6388

A/C Cook (WCCW) Supplemental Questionnaire

- * 1. Do you have a High School diploma or GED or equivalent education? **Please Note:** *The information provided in the Education Section of your Application must support your answer.*
 - Yes
 - No
- * 2. Which of the following best describes your education and/or experience.
 - Completion of a Culinary Arts program at a Community College or Vocational Technical school.
 - Two or more years experience as a cook in a food establishment.
- * 3. If you completed a Culinary Arts program please tell us where and when you completed. If not applicable type N/A.
- * 4. If you have two or more years experience cooking in a food establishment, please give us dates of employment and employer. If not applicable type N/A.
- * 5. Have you successfully completed any post-secondary (beyond high school) courses in culinary arts, nutrition, or a closely related field? These courses may be at the college level, vocational/technical school, or sponsored by a professional organization such as the

American Correctional Food Service Association, the Dietary Manager's Association, the American Dietetic Association, etc. Courses taken on-line also count. If called for an interview, you will be required to verify you have successfully completed the course(s) through transcripts, certificates of completion, etc.

- No, I have not successfully completed post-secondary courses such as those listed above.
- Yes, I have successfully completed 1-2 courses.
- Yes, I have successfully completed 3-4 courses.
- Yes, I have successfully completed 5 or more courses
- * 6. Have you ever successfully completed a post-secondary course in food safety and sanitation?
- Yes
- No
- * 7. Do you currently hold a valid WA food worker card/food handler permit?
- Yes
- No
- * 8. How many months of experience do you have as a cook in a restaurant? (Do not count any of the experience you have as a cook in an institutional food service operation.)
- I have had 0-6 months of this experience.
- I have had 7-17 months of experience.
- I have had 18-35 months of experience.
- I have had 36-47 months of experience.
- I have had 48 months or more of this experience.
- * 9. How many months of experience do you have supervising three or more food preparation employees (at the same time)?
- I have had 0-6 months of this experience.
- I have had 7-17 months of experience.
- I have had 18-35 months of experience.
- I have had 36-47 months of experience.
- I have had 48 months or more of this experience.
10. Do you have general knowledge in preparing meals to accommodate diets catering to special religious or therapeutic needs?
- Yes
- No
11. If you answered YES to the above question, please explain your experience. If not applicable type N/A.
12. Are you willing to perform work duties unarmed in close contact with and among large groups of confined female offenders, who may have a history of violent behavior and mental illness, and who may be aggressive and/or confrontational toward other offenders/staff?
- Yes
- No
- * 13. Did you provide three (3) **REQUIRED** professional references with valid contact information in the reference section of your application as requested under "SUPPLEMENTAL INFORMATION" in the job posting for this position? ***WITHOUT THIS REQUIREMENT, WE WILL NOT BE ABLE TO CONSIDER YOU FOR THIS POSITION**
Please Note: You may click on Step 1 "Job Application" to go back and provide and/or edit this information.
- Yes
- No
- * 14. I have read the "Supplemental Information" section of the job announcement, and I

understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications or references, and that an incomplete application or lack of details may disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)

Yes

No, I will contact the recruiter prior to submission of this application for clarification.

- * 15. I have read the "Supplemental Information" section of the job announcement, and I understand that "see resume" or "see application" will not be accepted for answers to supplemental questions and I also understand that answers to the supplemental questions must be completed and must be supported by information in my application.

Yes

No, I will contact the recruiter prior to submission of this application for clarification.

- * Required Question