

NOTICE

There is a job vacancy at the **Bay County Juvenile Home.**

JOB TITLE:	Part-time Cook/Driver*
RATE OF PAY:	\$11.71 per hour entry, progressing to \$13.74 per hour after 4 years (TS04)

*This is a part-time position, up to 28 hours per week, with limited benefits as provided for within the United Steelworkers, part-time County unit, although union membership is voluntary.

GENERAL SUMMARY: Under the direct supervision of the Administrative Staff, prepares meals for the residents of the Juvenile Home. Assists with establishing serving portions and food orders. Carries out a variety of routine food preparation, serving and kitchen maintenance tasks.

ESSENTIAL FUNCTIONS:

1. Transport meals, laundry and/or other items from Bay County Sheriff's Office at designated times, or as instructed.
2. Maintain transported meals in accordance to Health Department Codes, i.e. temperature, proper containers. Maintain SafeServe certificate.
3. Maintains production records and temperature logs of freezer and refrigerator.
4. Set up meals at designated meal times for juvenile home staff to serve to residents.
5. Empty and rinse food trays and cups for return to Bay County Sheriff's Office. Clean facility dishes after each meal.
6. Deliver mail and paperwork daily to the Bay County Building mail-room and retrieve mail for juvenile home.
7. Purchase food items under the direction of the supervisor. Notify supervisor when supplies are need to be replenished.
8. Keeps kitchen area clean, i.e. wipes counter tops, sweep/mop floor, trash to dumpster.
9. Maintain cleanliness of transport vehicle.
10. Maintain gas in the vehicle; monitor vehicle maintenance and report vehicle issues to supervisor.
11. Consistent attendance is required for this position.
12. All other duties assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Must maintain a valid Michigan driver's license. 6 months working in a food program is preferred. Ability to work in a food service program dealing with youth. Must have ServSafe Certification or obtain ServSafe Certification within 3 months of hire. Complete Food Allergen Training within a State approved program within 3 months of hire. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

APPLICATION PROCEDURE: Apply online at www.baycounty-mi.gov or via US mail/in person to the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708, no later than **4:00 p.m. Tuesday, December 5, 2017.**

Bay County is an Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."