

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

**careers.wa.gov**  
Working for Washington State

**SALARY:** \$19.18 - \$24.94 Hourly  
\$3,337.00 - \$4,339.00 Monthly

**OPENING DATE:** 08/14/19

**CLOSING DATE:** 09/15/19 11:59 PM

**DESCRIPTION:**



**Cook, Adult Correctional (Cook, A/C)  
Clallam Bay Corrections Center (CBCC)  
Permanent, Non-Permanent, and On-Call Positions Available**

The Department of Corrections is seeking highly motivated and qualified individuals for the position of Cook, A/C (adult correctional) at Clallam Bay Corrections Center.

Clallam Bay Corrections Center is a 900 bed male facility located on the point of the Olympic Peninsula. It is 50 miles west of Port Angeles and looks out over the Strait of Juan de Fuca at Vancouver Island. This facility houses medium and close custody offenders. CBCC also operates an Intensive Management Unit.

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:**

The Cook, A/C directs the preparation and service of food by offenders in a correctional facility in support of the Department of Corrections' offender food service program.

Responsibilities include supervising, training, and instructing offenders in general food service practices, including the preparation, cooking, and serving of food as well as teaching offenders proper goods receipt and storage. The Cook, A/C also instructs offenders in sanitation procedures and the safe operation, care, use, and cleaning of kitchen equipment. Other key duties include maintaining and

organizing food inventories, rotating stock items to prevent spoilage, determining appropriate quantities of goods to meet menu requirements, and maintaining security in the distribution of food supplies and equipment.

**QUALIFICATIONS:**

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 a food service establishment.

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

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:**

'The mission of DOC is to improve public safety.'

For additional information about the agency, please visit [doc.wa.gov](http://doc.wa.gov).

**IMPORTANT NOTES:**

- Please include a minimum of three professional references with your application. A professional reference is defined 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.

*Phone number AND email address are required for all professional references.*

- Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Employees may work directly with or in close proximity to incarcerated individuals 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, and applicants who test positive for any controlled substances, will be disqualified from consideration.
- Oleoresin Capsicum (OC) is an aerosol pepper spray made available as a means of self-defense and/or de-escalation. Applicants with sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.
- 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 (TB) 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.
- This position may be represented by a Union Shop.

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 people of different perspectives, abilities, disabilities, races, religions, ages, genders, sexual orientations, and social, ethnic and cultural backgrounds.
- Respectfully acknowledge people's differences and recognize these differences as 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, gender expression, 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 email [kassidy.coburn@doc.wa.gov](mailto:kassidy.coburn@doc.wa.gov) or call us at (360) 963-3207. For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6388.

### **Cook, A/C Supplemental Questionnaire**

- \* 1. Do you have a high school diploma or GED or equivalent education?
  - Yes
  - No
- \* 2. Have you successfully completed a culinary arts program at a community college or vocational technical school?
  - Yes
  - No

- \* 3. Do you have two or more years of experience as a cook in a food service establishment?
- Yes  
 No
- \* 4. 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.
- \* 5. Have you ever successfully completed a post-secondary course in food safety and sanitation?
- Yes  
 No
- \* 6. Do you currently hold a valid WA food worker card/food handler permit?
- Yes  
 No
- \* 7. 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 0-6 months of this experience.  
 I have 7-17 months of experience.  
 I have 18-35 months of experience.  
 I have 36-47 months of experience.  
 I have 48 months or more of this experience.
- \* 8. How many months of experience do you have supervising three or more food preparation employees (at the same time)?
- I have 0-6 months of this experience.  
 I have 7-17 months of experience.  
 I have 18-35 months of experience.  
 I have 36-47 months of experience.  
 I have 48 months or more of this experience.
- \* 9. How many months of experience do you have supervising three or more employees (at the same time) outside of the food service industry?
- I have less than 12 months experience.  
 I have 13-23 months experience.  
 I have 24-35 months experience.  
 I have 36-47 months experience.  
 I have 48 months or more experience.
- \* 10. Do you have at least 12 months of experience doing written performance evaluations of employees that you supervise?
- Yes  
 No
- \* 11. Do you have at least 12 months of experience ordering food supplies and keeping inventory of food supplies?
- Yes  
 No
- \* 12. Do you have at least 12 months of experience contributing to the management of meal

costs and/or budget control as part of your regular job duties?

- Yes
- No

\* 13. Do you have at least 12 months of experience working in a correctional facility (in any job) or a juvenile detention facility?

- Yes
- No

\* Required Question