

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Sheriff's Department is in search of:

Head Cook (Jail)

Salary: \$38,749 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: The work involves responsibility for planning menus, stocking of food, and preparing meals for inmates of the St. Lawrence County Correctional Facility. Employees in this position must be concerned with the security of the facility and insure the procedures and policies established are followed by the kitchen staff. The work is performed under the general supervision of higher ranking employees in the Sheriff's department with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of persons assigned to the kitchen including inmates. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

Applications accepted until position filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO

Posted: 03/28/2025