

**St. Lawrence County Government**  
**Position Advertisement Form**

The St. Lawrence County Sheriff's Office is in search of qualified applicants for the title of **Temporary Head Cook** for a period not to exceed three (3) months. The incumbent will work on a rotating schedule, Sunday - Saturday, Either 6:00 AM – 2:00 PM or 10:00 AM – 6:00 PM at a hourly rate of \$19.18.

**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 the positions are 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.

**EEO**