



COMMUNITY SUPERVISION AND CORRECTIONS  
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN

301 Oak Street  
Old Taylor County Courthouse  
Abilene, Texas 79602  
(325) 674-1247

Michael D. Wolfe  
Director

---

**JOB ANNOUNCEMENT**

- POSITION:** COOK
- SALARY:** \$24,890/Annually
- BENEFITS:** Health (100% of employee's premium paid; 50% of dependent's premium paid), Dental, Short and Long Term Disability, Life, Dependent Life, Retirement, Annual/Sick/Emergency/Birthday Leave
- DUTIES:** Handles and prepares food. Meets meal schedules. Cares for and cleans all kitchen equipment. Follows written instructions and recipes for menu preparation and avoids food waste. Prepares food that is palatable and appetizing in appearance. Cook adequate and nutritious meals as specified in menus and recipes. Maintain proper hygiene and practice safe handling of foods. Initiative and judgment in setting up meals, utilizing leftovers, and cleaning equipment and utensils. Cook a variety of foods in large quantities. Utilizes safe food handling standards. Use and care of food service equipment. Follows all special dietary needs due to medical certified problems or for religious purposes. Ensures high sanitation standards. Observes and monitors residents' behavior and activities while completing Community Service Restitution (CSR) work in the kitchen. Ensures that the residents' kitchen duty assignments are completed as directed. Holds residents accountable for prohibited behaviors as needed. Reports all prohibited acts to the assigned Shift Supervisor and/or the appropriate Supervision Officer. Enters a chronological written record of events that occur under his/her supervision in the Shift Log Book. Documents residents' CSR assignments. Ensures that kitchen safety procedures are followed. Utilizes cognitive skills training and applies techniques to improve communication and effectiveness with residents. Performs all other job duties as assigned.
- REQUIREMENTS:** Requires a High School Diploma or GED. Ability to work well with others and be able to communicate effectively both orally and in writing. Ability to work a flexible shift or as assigned by Food

Service Supervisor or designee. Ability to work harmoniously with the administration and co-workers. Knowledge of time management techniques and self motivational skills. Must have the willingness and ability to complete all assignments in a timely manner. Must have the ability to deal with high stress situations and the physical ability to conduct all phases of the responsibilities and tasks. Must have the desire to perform job standards, including spontaneous assignments. An awareness of the job description, responsibilities, and boundaries is to be adhered to and maintained at all times.

**PROCESS:**

Interested individuals may obtain an application from the Taylor County Community Supervision and Corrections Department 301 Oak Abilene, TX or from [www.taylorcscd.org](http://www.taylorcscd.org). Please return to:

Community Supervision and Corrections Department  
Attn: Jessica Tipton, Human Resource Representative  
Old Taylor County Courthouse, 2nd Floor  
301 Oak Street  
Abilene, Texas 79602