



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

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## **JOB ANNOUNCEMENT**

- POSITION:** PART-TIME COOK (Temporary)
- SALARY:** \$11.44/hour (20 hours a week)
- DUTIES:** Handles and prepares food. Meets meal schedules. Cares for and cleans all kitchen equipment. Follows written instructions and recipes for menu preparation. Avoids food waste. Prepares food that is palatable and appetizing in appearance. The purpose of this position is to cook adequate and nutritious meals as specified in menus and recipes. Maintain proper hygiene and practice safe handling of foods. Other duties as assigned. Willingness to work for best interest of the facility and its residents. Ability to work cooperatively with others. Initiative and judgment in setting up meals, utilizing leftovers, and cleaning equipment and utensils. Follows standard recipes, but makes independent decisions in line with current experience. Ability to cook a variety of foods in large quantities. Have knowledge of hazards of improper food handling. Use and care of food service equipment. Familiarity with seasoning and cooking time required. Utilizes cognitive skills training and applies techniques to improve communication and effectiveness with residents.
- 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.taylorcsd.org](http://www.taylorcsd.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