

POSITION AVAILABLE  
FULL-TIME COOK and MEAL COORDINATOR

Alleghany County is currently accepting applications for a full-time lead cook and meal coordinator for Detention Center meal preparation and delivery. An employee in this class performs a wide variety of essential functions for preparing, cooking, and serving meals on a moderate to large scale at an offsite location for the inmate population at Detention Center for Alleghany County. The employee will be responsible for planning menus, ordering supplies, maintaining inventory, and keeping up to date records as it relates to all prepared and delivered meals. Duties also include adhering to guidelines by NC Code for food and nutrient requirements for Detention Centers, menus, special meals, modified diets, and calorie count for inmates. Work is performed under general supervision of the County Manager's Office and is reviewed for lasting quality, appearance and functionality through conference, inspection, and records.

Graduation from high school with some general related work experience preferred. Additional requirements are valid driver's license verified by DMV background check, able to obtain certifications for safe food handling, subject to pre-employment and random drug testing any time during employment, and pre-employment criminal background check.

Full time position benefits include county provided health, basic vision, and life insurance; holiday, sick, vacation and longevity pay, plus retirement participation in the NC Local Government Retirement System. Starting salary will be based on experience and knowledge with a hiring range of between \$38,000 - \$42,000.

Position is open until filled. Applications are available through the Alleghany County Human Resources/Finance Office located in the Administration Building, 348 South Main Street, LL60 and LL70, Sparta, North Carolina 28675. Alleghany County is an EOE.