



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:** LEAD COOK

**SALARY:** \$35,613.34 – \$46,918.98 annually

**LOCATION:** Monroe Community Hospital

**JOB SUMMARY:**

This is a food service position responsible for assisting with the supervision and coordination of the preparation, cooking and serving of hot and cold foods to resident service and/or cafeteria areas according to accepted standards of preparation and taste. Employees of this class participate in the preparation, cooking, and serving of hot and cold food items including menu planning, estimating food consumption, requisitioning foodstuffs and maintaining inventory. This position is distinguished from the Cook position by virtue of its responsibility for supervising other Cooks. This position is also responsible for handling any problems requiring immediate attention in the absence of a higher-level supervisor on the floor. Direct supervision is exercised over Cooks, Assistant Cooks and other food service employees. The employee reports directly to, and works under the general supervision of, the Supervising Cook or other higher-level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration, Culinary Arts or a closely related field, plus one (1) year of paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for consumption on a large scale for a restaurant, hotel or institution, other than short order or fast food; OR,
- (B) Three (3) years of paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** March 7, 2023

**Posting Deadline:** Until filled