POSITION VACANCY

APPLICATIONS FROM THE PUBLIC WILL BE ACCEPTED

BEGINNING NOVEMBER 5, 2026 THROUGH JANUARY 5, 2027.

(POSITION IS POSTED FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

On-line: https://waynecounty.in.gov/jobs/

JOB TITLE: Food Service Cook, #10850

Date Posted:	**November 5, 2026**
Department:	**Sheriff – Jail**
Hours:	**40 Full-time**
Salary:	**$19.64/hr.**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless accommodation would cause an undue hardship.

Incumbent serves as Food Service Cook for the Sheriff's Department, responsible for preparing and serving meals at the County Jail.

DUTIES:

Fills out checklists properly and accurately.

Puts away stock after receiving trucks.

Cleans ovens and equipment as needed.

Check and ensure food temperatures are at State Board of Health regulations and specifications.

Assists with preparation of meals and snacks according to provided menu and for inmates with special dietary needs.

Prepares food carts and evening snacks for cell blocks.

Prepares food trays on the tray line.

Serves along side of trustee/inmates on tray line and assures number of trays match number of inmates in block.

Washes and secures serving utensils before and after each meal.

Monitors temperature control of food, equipment, water in dishwasher, coolers, and freezer.

Rotates product: first in, first out.

Follows the instructions of Supervisor.

Performs duties of absent staff members, including preparing and serving meals, accepting food deliveries.

Retrieves stock from the storage room, cooler, and freezer.

Assists in training part-time employees and inmates on kitchen procedures.

Supervises part-time employees and trustees during all activities in cleanup, prep, and serving.

Performs related duties as assigned: Oven cleaning, cooler floors, dry stock areas, mop, and chemical rooms.

Assures cooler and dry stock floors are cleaned daily.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Must be at least 21 years of age.

Working knowledge of food preparation and nutrition, and the ability to apply such knowledge to a variety of processes, skills, and tasks.

Ability and willingness to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to meet all hiring requirements including passage of a drug test and TB and Hepatitis B screening.

Ability to operate cooking utensils and kitchen appliances, including knives, serving utensils, mixer, can opener, gas stove, ovens, and microwave.

Ability and willingness to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to count and make simple arithmetic additions and subtractions.

Ability to work extended and weekend hours.

II. RESPONSIBILITY:

Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods and procedures. Work priorities are determined by supervisor and flexible

customary routine. Errors in incumbent's work are primarily detected or prevented through supervisory review and/or procedural safeguards.

Incumbent reports directly to Food Service Manager.

III. PHYSICAL EFFORT:

Incumbent lifts/carries equipment weighing between 25 and 50 pounds and performs duties involving sitting and walking at will, standing/walking for long periods, pushing/pulling objects, bending, crouching/kneeling, reaching, close and far vision, color and depth perception, hearing sounds/communication, and handling/grasping objects.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in jail/confinement center, involving working with or near chemicals, working in a noisy environment, wearing protective clothing. Incumbent may work with or be exposed to violent/irate individuals and respond to situations involving potential physical harm to self and others.

Incumbent is required to work extended and weekend hours.

APPLY AT: Wayne County Government
Human Resources Department
401 E. Main Street, Richmond, IN 47374

or

https://waynecounty.in.gov/jobs/

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