Memo

To: All Interested Candidates  
From: Jan Prichard, Human Resources Director  
Date: March 26, 2015  

RE: Job Posting – Part-Time Detention Cooks – Henderson County Sheriff’s Office  
(Approx. 16 hrs/wk, less than 1,000 hrs/12 months – not benefit-eligible)

Duties and Responsibilities: This position performs responsible routine cooking duties in the Henderson County Detention Facility. The employee performs related work as required under regular supervision of the Food Services Supervisor. Some of the specific duties include: preparing, cooking, and serving regular and/or special diet meals to inmates; cleaning of kitchen and kitchen equipment; assisting with the inventory of supplies and food; accepting and verifying deliveries; rotating stock.

Qualifications: Requires ability to communicate effectively orally and in writing in order to understand and carry out instructions and prepare food; ability to attend work regularly; requires any combination of education and experience equivalent to graduation from high school and some experience preparing food in large lots and/or working under the supervision of a certified dietician.

Pre-employment drug test and background checks required of finalist applicants. Open until filled. EOE M/F/D/V

An application for employment specific to the Sheriff’s Office, obtained from our website, www.hendersonsheriff.org or from the front desk at the Sheriff’s office, must be completed and submitted in person or by mail to the Henderson County Department of Human Resources (112 First Avenue West, Hendersonville, NC 28792) OR to the Sheriff’s Office (100 North Grove Street, Hendersonville, NC 28792) OR by email to Professional Standards at Sheriffjobs@hendersoncountync.org

Starting rate: Grade 25 - $11.67 per hour