

Natrona County Sheriff's Office

1100 Bruce Lane, Detention Center
Job Posting

Institutional Cook

GENERAL PURPOSE: Provide Cooking Skills and prepare meals for inmates and staff at the Detention Center facilities and perform other duties as required. Starting wage is based on experience. Includes the following benefits:

- Medical, Vision and Dental Insurance
- Wyoming State Retirement

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following **ARE NOT** intended to serve as a comprehensive list of all the duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provide cooking skills
- Prepare meals
- Follow nutritional guidelines set forth by Nutritionist

MINIMUM QUALIFICATIONS:

Education and Experience:

- Must be at least 18 years of age
- Cooking skills
- Six months experience as a cook
- Effectively communicate with public and inmates

Required Licenses or Certifications:

- None

Required Hours and Miscellaneous:

- Must be able to work shift work, weekends and holidays.
- A detailed criminal background check is required on all applicants. This includes polygraph, drug test, fingerprints, and background checks.