



STARKE COUNTY SHERIFF'S OFFICE
SHERIFF WILLIAM A. DULIN

Telephone: (574) 772-3771
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5435 E. State Road 8
Knox, Indiana 46534

JOB POSTING

JOB TITLE: Jail Cook/

CLOSING DATE:

JOB TYPE: Part Time

LOCATION: Starke County Sheriffs Dept.

DESCRIPTION: The Cook is responsible for helping to prepare meals for the inmates residing in the facility, and other duties as assigned.

Assisting with booking and searches of female inmates and other duties as needed.

ABILITY TO:

- Plan and direct the work of others
- Prepare large quantities of food required with a minimum amount of waste
- Maintain food inventory and storage
- Maintain sanitary working conditions
- Maintain personal hygiene
- Read, write, and speak English at level necessary for satisfactory job performance

QUALIFICATIONS:

- High School diploma or GED
- Must be 18 years of age and a US Citizen
- Ability to stoop, bend and work in various temperatures

An employee reference check, criminal background check, and drug screening must be conducted on all new employees

Applications may be picked up at the Starke County Sheriff Dept.

"LOYALTY AND PRIDE"