



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **COOK (*Anticipated Vacancy*)**

SALARY: \$21.68/HR.
Current employees hired ***PRIOR*** to 2009 contact the Personnel Office for rate of pay.

LOCATION: Essex County Sheriff's Department, Lewis

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks.

JOB SUMMARY: The work involves responsibility for preparing, cooking and serving of meals in a correctional facility. Depending on the size and type of institution, the duties of the incumbent will vary with respect to the number and class of employees supervised and involvement in ancillary aspects to cooking; i.e., dietary planning. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: One year of experience in the preparation of food on a large scale.

Residency Requirement: There is ***no*** residency requirement.

Additional Information: *Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.*

Posting Date: **December 22nd, 2025**

Application Deadline: **January 2nd, 2026**



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer