



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the Cook II job classification must reapply at that time. Please see information about where to apply on back of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.

POSITION TITLE: **Cook II**

ANNOUNCEMENT NUMBER: **10-1797-923**

(List the title and announcement # on your application.)

SALARY: **\$22,112 - \$34-196**

CLOSING DATE: **March 10, 2010**

POSITION DUTIES: The Department of Juvenile Services is currently accepting applications for a Cook II position, located at **Western Maryland Children's Center** in Hagerstown in Washington County, MD. This position will cook and serve meals, prepare snacks, and assist with cleaning and sanitation of the kitchen and dining areas for the Western Maryland Children's Center. This relates to the agency's mission by serving safe, nutritious meals that promote optimal health for DJS youth.

MINIMUM QUALIFICATIONS:

Education: Completion of the sixth grade.

Experience: Three years of experience in the preparation of food in a public or governmental establishment, such as a restaurant, hospital or comparable institution in work involving the cooking of meats and vegetables and the preparation of salads and beverages.

Note: A degree from an accredited vocational/technical high school with a major in food service or a related field may be substituted for up to two years of required experience.

SELECTION PROCESS AND ASSESSMENT: Applicants who meet the minimum qualifications will be admitted to the evaluation for this classification. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as

determined by a foreign credential evaluation service. **All information concerning your qualifications must be submitted by the closing date.** We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year.

TO APPLY: Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application for Cook II with appropriate announcement number must be received at the address listed below by the closing date:

**Maryland Department of Juvenile Services
Recruitment & Examination Division
One Center Plaza
120 W. Fayette Street
Baltimore, MD 21201**

Equal Opportunity Employer

Appropriate accommodations for individuals with disabilities are available upon request by calling:

410-230-3282

For recorded job information call: 410-230-3487

<u>BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES</u>	
✓ Medical/Health Insurance Plans: <i>PPO Plans</i>	✓ SECU Credit Union ✓ Direct Deposit ✓ Savings Bonds

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

- ✓ Prescription Plan
- ✓ Dental Plans:
 - United Concordia DPPO
 - United Concordia DHMO
- ✓ Term Life Insurance Plan
- ✓ Personal Accidental Death and Dismemberment Plan
- ✓ Long Term Care Plan
- ✓ FREE Vision Plan
- ✓ Flexible Spending Accounts:
 - Health Care Spending Accounts
 - Daycare Spending Accounts
- ✓ State Retirement and Pension System
 - Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

- ✓ Maryland Prepaid College Savings Plans
- ✓ Paid Holidays: 11-12 per year
- ✓ Annual Leave
 - Up to five years of service, 10 days earned per year
 - Five to 10 years of service, 15 days earned per year
 - 10-20 years of service, 20 days earned per year
 - 20+ years of service, 25 earned per year
 - Employees may carry over up to 15 weeks of annual leave per year
- ✓ Personal Leave: Six days per year
- ✓ Sick Leave: 15 days per year, unlimited accrual
- ✓ Compensatory Leave
- ✓ Military Leave
- ✓ Leave Bank and Employee-to-Employee Leave Donations
- ✓ Employee Assistance Program
- ✓ Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.