



**BENTON COUNTY SHERIFF'S OFFICE**

*Serving Benton County Since 1846*

113 E. 3rd Street Vinton, Iowa 52349-1756

Office (319) 472-2337 Fax (319) 472-4770 [sheriff@bentonsheriff.com](mailto:sheriff@bentonsheriff.com)

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**NOW HIRING**

**Position: Food Service / Custodian**

**Department: Benton County Sheriff's Office**

**Location: 113 E 3<sup>rd</sup> Street, Vinton, IA 52349**

**Reports to: Jail Administrator, Chief Deputy, Sheriff**

**Salary Range: \$20.29 / hour**

**Job Type: Part-Time**

**Job Summary:** This is a part-time non-benefits eligible position working up to 20 hours per week, including occasional weekends.

**Key Responsibilities:**

- Measure food ingredients, and prepare meals by frying, baking, roasting, etc.
- Utilize common kitchen tools and utensils.
- Ensure correct portions placed on serving trays to be served to inmates.
- Properly store food by weighing, dating, and labeling food items following written guidelines.
- Sanitize kitchen equipment, utensils, counters, food carts, floors etc. to comply with state Health Department standards.
- General cleaning of carpets and other workspaces within the office area of the Sheriff's Office.
- Maintain accurate and up to date records of inventory, meals served, and specific dietary restrictions as directed.
- Put food away when delivered and follow proper storage guidelines.
- Exercise safety in the performance of all duties.
- Other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprints.
- Individual must not have been convicted of a felony or a crime involving moral turpitude.

**Education & Experience Required:**

- High school diploma or GED.

**Skills Required:**



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- Ability to maintain confidentiality.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to perform job duties efficiently within designated time frames.
- Excellent attention to detail to ensure the correct amount and type of food is provided per specific dietary requirements.
- Ability to follow oral and written instructions.

### **Physical Demands/Work Hours:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific employee vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- An acceptable hearing baseline without audio assistance is required.

This position may require 20+ hours on occasion, varied shifts, holidays and weekends.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is normally going to be in a kitchen setting. The noise level in the work environment is usually moderate.

*THE ABOVE DECLARATIONS ARE NOT INTENDED TO BE AN "ALL-INCLUSIVE" LIST OF THE DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.*

### **Application Process:**

Interested candidates are encouraged to submit a completed application form, a detailed resume, and a cover letter outlining their qualifications and experience to the Benton County Sheriff's Office at 113 E 3rd St, Vinton, IA 52349, or email all forms to [r.denison@bentonsheriff.com](mailto:r.denison@bentonsheriff.com). The application period will remain open until the position is filled.

**Equal Opportunity Employer:** The Benton County Sheriff's Office is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating an inclusive and diverse work environment.