



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

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| Title Cook-12 Months-Swing shift Sunday- 10:30am to 7pm Monday- 5:30am to 2pm Tue/Wed off Thursday/Friday- 10:30am to 7pm Saturday- 5:30am to 2pm [Classified Competitive] | | | Salary H10 \$33,356.99 to \$46,480.43 |
| Posting Number 268-20 | Position Number 036614; 035884 | Number of Positions 2 | Posting Period * From: 09/14/2020 To: 09/28/2020 |
| Location: Greystone Park Psychiatric Hospital 59 Koch Avenue Morris Plains, NJ 07950 | | | Scope of Eligibility/Open to: All Departments/State Employees |
| GENERAL DESCRIPTION | | | |
| <p>Under supervision prepares and cooks in large quantities; does other related duties as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p> | | | |
| REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES) | | | |
| <p>EXPERIENCE: One (1) year of experience as a cook involving the preparation of a variety of food in large quantities.</p> <p>NOTE: Catering experience in a delicatessen will be acceptable.</p> <p>NOTE: Deli counter experience in a delicatessen will NOT be acceptable.</p> <p>NOTE: Cooking experience in a fast food establishment will NOT be acceptable.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p> | | | |
| IMPORTANT FILING INSTRUCTIONS | | | |
| <p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PST.GPH@doh.nj.gov</i> • Mail the required documents to: Michelle Battle, Personnel Assistant 2 Greystone Park Psychiatric Hospital Reference Posting #268-20 New Jersey Department of Health 59 Koch Avenue Morris Plains, NJ 07950-4400 | | | |
| | | <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf | <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> |

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53
AUGUST 20