

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES**  
**Vacancy Notification**  
**Dependent upon Funding**

**POSTING DATE:** July 29, 2021  
**CLOSING DATE:** Open Until Filled  
**CLASSIFICATION:** Cook  
**POSITION OPEN:** .20 FTE

Location	Shift	Status
Beje Clark Residential Center Mason City, Iowa	Alternate weekends and occasional weekdays	Part-Time

**SALARY:** Pay Grade 14: **Hourly \$13.96 - \$19.88**

**GENERAL DUTIES:** Supports inclusion and diversity in all dealings with clients, employees and community members. Performs routine cooking and cleaning tasks in the preparation and serving of meals for residents in a community corrections facility. Performs related work as required.

**REQUIRED:** High School graduate or GED

**QUALIFICATIONS:**  
Experience in food service preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of pre-employment testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances at the discretion of the Director or designee.

**All applicants must complete the Department's Application for Employment and include  
unofficial transcript**

**NO RESUMES WILL BE ACCEPTED**

Application for Employment: [www.2nddcs.com](http://www.2nddcs.com)

Submit completed Department Application forms to:

[pattee.yetmar@iowa.gov](mailto:pattee.yetmar@iowa.gov)