



WYOMING COUNTY CORRECTIONAL FACILITY

Position Opening Full Time Cook – Wyoming County Correctional Facility

The Wyoming County Correctional Facility in Tunkhannock, Pennsylvania is seeking applicants for the position of Cook. This is a full time, union position with full benefits. High school diploma or equivalent, ability to read, follow instruction and lift up to 60 pounds required. 1-2 years restaurant or institution kitchen experience preferred. All applicants must be able to pass all required clearances.

The Cook will be responsible for cleaning, sanitizing, and organizing the kitchen area, equipment, and utensils. Responsible for inventory management (product rotation, checking the quality and freshness of ingredients). Prepping, seasoning, and cooking food according to recipes, quantity of food preparation required, and specification while maintaining portion control systems. Attending meetings and fulfilling required trainings.

Responsibilities also include operation of ovens, stoves, steam tables and additional kitchen equipment not listed. Inspection of food preparation and serving areas, tools, and equipment to ensure observance of safe, sanitary food-handling practices. Setting up station, stocking incoming and unused inventory, and prepping meals ahead of service hours.

Qualified applicants will have the ability to bend, reach, stoop and lift up to 60 pounds safely and able to navigate the kitchen area while standing throughout the duration of the shift. Applicants should be a team player with attention to detail and ability to multi-task.

Applications are available on the County's website: wyomingcountypa.gov. Applications can be mailed or hand-delivered to the Commissioner's Office or emailed to employment@wyomingcountypa.gov. This position will be posted until July 1, 2026.

WYOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Gordon Traveny ~ *Deputy Warden* **Allen Turner** ~ *Lieutenant*

10 Stark Street Tunkhannock, PA 18657 Phone: (570) 836-1717 Fax: (570)836-7767
Emails: Hschmidt@wyomingcountypa.gov Gtraveny@wyomingcountypa.gov ATurner@wyomingcountypa.gov