This is an opportunity to be part of an organization that is committed to our staff, clients and the community. The Minnesota Sex Offender Program serves people who are court ordered to receive sex offender treatment via the civil commitment process. Program staff provide comprehensive services including therapy, education programming, therapeutic recreation, vocational programming and volunteer services, health and wellness to clients in a therapeutic environment where safety and security are at the forefront of all campus activities.

Job Summary

This is a part – time, rotating shift position with some weekend and holiday shifts. The hours of work are generally 5:30 a.m. – 1:30 p.m. and 11:00 a.m. – 7:30 p.m. Days of work and hours may vary depending on facility needs.

The Cook provides individualized and quantified food preparation for clients on a regular and therapeutic diet by performing necessary food service duties so that regulatory standards are maintained.

Primary Responsibilities Include:

- Preparing food for regular and therapeutic diets so that meal production schedules are met
- Unloading and storing food/miscellaneous supplies delivered to the main kitchen loading dock and assisting with inventory when requested
- Maintain sanitation per Hazard Analysis Critical Control Point (HACCP) program and State, Federal, and Minnesota Sex Offender Program (MSOP) regulations and guidelines
- Performing other food service related tasks as assigned by supervisor so that all dietary responsibilities are accomplished and as appropriate
- Complying with all safety and health standards, rules, regulations, policies and procedures to ensure compliance with all standards and rules
**Minimum Qualifications:**
Must meet each of the following qualifications listed below:

- Knowledge of large-scale cooking methods and equipment sufficient to prepare and serve food for a large number of people and adjust recipes to accommodate different numbers of people
- Knowledge of food values and nutrition sufficient to prepare items from standard recipes. Some facilities require the ability to prepare special medical diets
- Knowledge of health and safety principles involved in food preparation operations sufficient to prepare and serve safe and healthy meals
- Ability to follow oral instructions and read and comprehend written instructions
- Ability to occasionally lift 50 pounds

**Preferred Qualifications:**
- Food Safety Certification

**Job Specific Requirements:**
Those crossing Appointing Authorities may be required to: successfully complete a physical assessment; provide education documentation (high school diploma, GED, college transcript, or college degree); provide documentation of a tuberculin skin test (TST), formerly known as “mantoux” done within the last year-if you cannot provide proper documentation you will be required to receive an updated TB Blood Test.

**Physical Requirements:**
Available upon request from the local Human Resources Office.

**Additional Requirements:**
To facilitate proper crediting, please ensure that you clearly describe your experience in the areas listed above.

**REFERENCE/BACKGROUND CHECKS** - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

**EDUCATION VERIFICATION** - Applicants will be required to provide a copy of their high school diploma at time of interview OR copies of their college transcript or college degree/diploma at time of interview. Copies of the college degree/diploma are acceptable ONLY if it clearly identifies the field in which it was earned.

**Why Work For Us**

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our mission as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of state policies, programs and practices, so that we can support the success and growth of all people who call Minnesota home.

GREAT LOCATION! Moose Lake has a welcoming small-town charm and the area is abundant in lakes, forests, and recreational activities. Moose Lake is approximately an hour and a half from the Twin Cities Metro area and just 40 minutes away, the city of Duluth offers museums, theaters, nightlife, shopping, and fine dining – not to mention the beautiful shores of Lake Superior.
How to Apply

Click “Apply” at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to http://www.mn.gov/careers.

Contact

If you have questions about the position, contact Kevin Gilpin at kevin.j.gilpin@state.mn.us.

If you are a Connect 700 applicant, please email your certificate and the job ID to Heidi Peura at heidi.peura@state.mn.us by the position close date.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services’ ADA Coordinator at 651-431-4945 or DHS_ADA@state.mn.us for assistance.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.