



To: All Personnel	From: Captain Ryan Mikulec
Date: 11-28-2022	Re: Kitchen Officer Vacancy

**THE VICTORIA COUNTY SHERIFF'S OFFICE
THE COUNTY OF VICTORIA IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

POSITION: Kitchen Officer

General Duties:

- To provide for the care, custody and control of inmates in the Victoria County Jail.
- Basic duties include inmate processing, maintaining order, and transporting inmates
- Conducting inmate and cell searches for contraband and enforcing facility rules
- This position is considered "Essential Personnel", which requires being on duty to respond during emergency situations including, but not limited to, natural and /or man-made disasters.

Specific Duties:

- Oversee preparation of daily meals
- Follow prepared menu and recipe guidelines
- Accept and verify deliveries
- Complete related paperwork

MINIMUM POSITION REQUIREMENTS:

- Must work well with others
- Applicant must be able to communicate effectively both orally and in writing
- Engage in physical activities
- Bilingual (Spanish / English) abilities are an asset, though not required
- Possess a valid Texas Driver License
- Licensed Detention Officer with TCOLE (If unlicensed, training will be provided after hiring)
- Maintain license requirements of a Detention Officer as defined by TCOLE.

Salary: \$19.69 per hour

Closing Date: Noon Friday 12-09-2022

To apply for this position an application may be picked up by contacting the Training Unit at the Sheriff's Office or from the website – www.victoriasheriff.org. Upon completion, applications should be turned in to the Training Unit at the VCSO.