



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Karen Ensley, Human Resources Director  
**Date:** February 22<sup>nd</sup>, 2024  
**RE:** Job Posting – Full-Time Detention Cook – Henderson County Sheriff's Office

**Duties and Responsibilities:** This position performs responsible routine cooking duties in the Henderson County Detention Facility. The employee performs related work as required under regular supervision of the Food Services Supervisor. Some of the specific duties include: preparing, cooking, and serving regular and/or special diet meals to inmates; cleaning kitchen and kitchen equipment; assisting with the inventory of supplies and food; accepting and verifying deliveries; rotating stock.

**Qualifications:** Any combination of education and experience equivalent to graduation from high school and some experience preparing food in large lots and/or working under the supervision of a certified dietician

Pre-employment drug test and background checks required of finalist applicants.

An application for employment specific to the Sheriff's Office, obtained from our website, [www.hendersoncountync.gov/sheriff](http://www.hendersoncountync.gov/sheriff) or from the front desk at the Sheriff's office, must be completed and submitted in person or by mail to the Henderson County Department of Human Resources (112 First Avenue West, Hendersonville, NC 28792) OR to the Sheriff's Office (100 North Grove Street, Hendersonville, NC 28792) OR by email to Professional Responsibility at [sheriffjobs@hendersoncountync.gov](mailto:sheriffjobs@hendersoncountync.gov)

The deadline for application is: **Open until filled.**

Starting rate: \$16.53 - \$24.80  
Grade: 30

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[www.hendersoncountync.gov/hr](http://www.hendersoncountync.gov/hr)  
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