



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
OPERATIONS UNIT**

FOOD SERVICE COOK/CHEF III

Carson City, Nevada

Salary up to \$95,630 (employee/employer paid retirement plan)

The Operations Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Food Service Cook/Chef III within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Operations Unit is responsible for managing and maintaining the physical infrastructure and operational services of the LCB. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Food Service Deputy Administrator, the Food Service Cook/Chef III is responsible for preparing and cooking a variety of dishes in a fast-paced environment and helping maintain efficient kitchen operations. Responsibilities of the Food Service Cook/Chef III may include, without limitation:

- Preparing and cooking a variety of dishes according to recipes and specifications;
- Assisting in menu planning and development, suggesting new dishes and seasonal ingredients;
- Mentoring and training Food Service Cook/Chef II and other staff, providing guidance on cooking techniques and best practices;
- Cleaning the kitchen and dining areas including, without limitation, equipment, floors and pots and pans;
- Maintaining an organized and functional kitchen;
- Addressing any issues that arise during service with the Food Service Deputy Administrator and adapting quickly to changes in orders or menu items;
- Working closely with other kitchen staff to coordinate meal preparation and ensure timely service; and
- Performing other duties as assigned

Minimum Qualifications: The Food Service Cook/Chef III will be selected with special preference given to the candidate's training, experience and aptitude in the field of culinary arts. A qualified candidate must have: (1) a high school diploma/GED; (2) at least 3 years of experience in a high-volume food service operation with demonstrable experience in the training and/or mentorship of staff; and (3) an approved (or ServSafe or other specific?) food handlers certificate.

The ideal candidate will demonstrate:

- Proficiency in various cooking techniques and cuisines;
- The ability to efficiently utilize supplies in a food service operation;
- Understanding of food safety and sanitation practices;
- The ability to lift and move medium to heavy items weighing up to 50 pounds, employing proper safety techniques;
- The capability to perform tasks such as walking, standing for extending periods, crouching, gripping, holding, pushing, pulling, bending and reaching above their head;
- Proficiency in operating kitchen equipment and POS systems;
- The ability to work as part of a team;
- The ability to train or mentor staff, sharing knowledge of cooking techniques and best practices;
- Strong organizational skills and the ability to manage multiple tasks efficiently; and
- The ability to effectively communicate with the Food Service Deputy Administrator and other staff regarding business specifics and daily operations.

Salary: The annual salary for this position is based upon a Grade 35, which has a salary range of \$64,414 to \$95,630 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a fast-paced, dynamic and collaborative kitchen environment that operates within a professional setting, and includes interacting with Legislators, legislative staff, other state employees, officials and visitors of the LCB. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Food Service Cook/Chef III may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Occasional travel may be required between Carson City and Las Vegas, Nevada. Such travel may be outside normal business hours.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street

Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 11/21/2024)