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| <b>To: All Personnel</b> | <b>From: Captain Charles Williamson</b> |
| <b>Date: 02/26/2024</b>  | <b>Re: Kitchen Officer Vacancy</b>      |

**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: \$17.57/hr – \$20.64/hr**  
**Closing Date: Open Until Filled**

**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.joinvictoriaso.org](http://www.joinvictoriaso.org) . Upon completion, applications should be turned in to the Training Unit at the VCSO.**