DEPARTMENT: Administration/Personnel  BY: Catherine Harmon  PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes:__ No X)

Adopt this resolution approving the attached class specification for the extra-help position of Kitchen Aide.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

Per County of Mariposa Final Budget for Fiscal Year 1991-1992, the position of Kitchen Aide was approved at a rate of $5.00 per hour, and funding was provided for 1,048 hours within the budget for the Senior Nutrition Program.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Revise this class specification and salary as deemed necessary by the Board.
2. Do not approve this class specification which would adversely affect continuation of the Senior Nutrition Program.

COSTS:  ( ) Not Applicable
A. Budgeted current FY $_______
B. Total anticipated costs $_______
C. Required Add'l funding $_______
D. Source:______________

SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers $_______
B. Unanticipated revenues $_______
C. Reserve for contingency $_______
D. Description:____________________
Balance in Reserve for Contingencies, if approved: $_______

CLERK'S USE ONLY:
Res. No.: 92-23
Ord. No.:______________
Vote - Ayes: ____ Noes:______
Absent: ____ Abstained:______
Approved ( ) Denied
( ) Minute Order Attached

The foregoing instrument is a copy of the original on file in this office.
Date:____________________

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By:____________________
Deputy

ADMINISTRATIVE OFFICER'S
RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Submitted with Comment
☐ Returned for Further correct copy of

Comment:____________________

A.O. Initials: ______

Action Form Revised 2/91
MARIPOSA COUNTY

JOB TITLE: Kitchen Aide

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist the nutrition site cook in the daily preparation of congregate and home-delivered meals, in the packaging of home-delivered meals, and general cleaning of the kitchen, kitchen utensils, and dining area.

SUPERVISOR: Senior Nutrition Cook/Site Supervisor

TYPICAL DUTIES

- Assist the site cook in the preparation of meals
- Assist the site cook in the packaging of home-delivered meals
- Ensure the cleanliness of the kitchen/dining area at all times
- Maintain ongoing cleanliness of kitchen utensils as necessary to support the food preparation efforts of the site cook
- Assist the site cook in general clean-up after the serving day
- Assist the site cook/supervisor with required logs and inventories
- Perform other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- the ability to obtain a valid and current CPR/first aid certificate

Knowledge of:

- kitchen sanitation and safety measures and the operation, cleaning, and care of utensils, equipment and work areas
- methods and equipment used to care for, prepare, cook, and serve food in institutional settings
MARIPOSA: Kitchen Aide

Ability to:

- assist in the preparation of meals for a large number of people
- do cleaning support requirements necessary to ensure timely preparation of meals
- assist in the completion of daily logs and reports

A typical way to gain the knowledge, skill and ability outlined above is:

- education and training equivalent to graduation from high school and qualified work experience.

Creation date: 2/92
Kitaide.frm