

97-229

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

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

Adopt this resolution approving revised class specification for the extra-help position of Kitchen Aide and providing for temporary out-of-class pay as an extra-help Senior Nutrition Cook/Site Supervisor when assigned those functions and responsibilities.

In the past, the County has experienced difficulty in providing temporary relief personnel for its assigned Senior Nutrition Cook/Site Supervisors when they are on vacation or require other time off from their assigned duties. Through its daily activities, this classification is in a position to learn the basic functions and responsibilities of the Senior Nutrition Cook/Site Supervisor and is ideally positioned to substitute for that position from time-to-time. Utilization of the Kitchen Aide as temporary relief will enable the County to more efficiently maintain its nutrition service delivery to County residents by ensuring that necessary help is available on a timely basis.

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."

The position of Kitchen Aide was established to function as an assistant to the Senior Nutrition Cook/Site Supervisor in order to adequately staff the senior nutrition program for Mariposa County. The requested increase in the hourly rate for provision of the temporary cook function is consistent with Mariposa County's policy to provide out-of-class salary for its regular positions.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested revision to this extra-help class specification and provision for a temporary out-of-class hourly salary rate.

Make any other changes or recommendations as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

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

CLERK'S USE ONLY:

Res. No.: 97-229 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved () Denied ()

Minute Order Attached () No Action Necessary ()

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

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

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: *JH*

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. In addition, incumbents in this classification receive training in the basic functions and responsibilities of the Senior Nutrition Cook/Site Supervisor and may provide occasional relief for that position as assigned by the department head.

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
- After appropriate training, may serve as occasional relief for the Senior Nutrition Cook/Site Supervisor.
- 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

MARIPOSA: Kitchen Aide**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

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
- learn the basic functions and responsibilities of the Senior Nutrition Cook/Site Supervisor

MINIMUM QUALIFICATIONS:

- High School graduation or equivalent and qualified work experience is desirable but not mandatory.

Creation date: 2/92
Revision date: 4/94
Revision date: 6/97

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B/S 97-229