

DEPARTMENT: Personnel

By: Jeffrey G. Green

PHONE: 209/966-3222

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

Approve revising the class specification of Kitchen Aide (extra-help position) to a Kitchen Assistant (permanent part-time position) and setting the salary at range 50 (\$1,213-\$1,474). The salary for the Senior Nutrition Cook/Site Supervisor, who oversees the Kitchen Assistant, is at range 68 (\$1,327-\$1,613). Setting the salary for the Kitchen Assistant at range 50 will allow a 10% spread between the two positions.

There were no substantive changes to the functions and duties of this position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2001/2002 budget process, the Board approved the addition of a 60% permanent part-time Kitchen Assistant position for the Community Services Department. The position was previously called Kitchen Aide and was an extra-help only position. Pursuant to 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.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- > Approve the class specification and salary range as proposed.
- > Revise the recommended class specification and salary range as the Board desires and approve.

COSTS: (X) Not Applicable

- A. Budgeted current FY \$ \_\_\_\_\_
- B. Total anticipated costs \$ \_\_\_\_\_
- C. Required additional funding \$ \_\_\_\_\_
- D. Internal transfers \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

Class Specification

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOURCE: ( ) 4/5ths Vote Required

- A. Unanticipated revenues \$ \_\_\_\_\_
- B. Reserve for contingencies \$ \_\_\_\_\_
- C. Source description: \_\_\_\_\_

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

CLERK'S USE ONLY:

Res. No.: 01-352 Ord. No. \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: Stewart Abstained: \_\_\_\_\_

Amj Approved ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

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: [Signature]

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

MARIPOSA COUNTY

JOB TITLE: Kitchen Assistant

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, which includes the ordering of foods and food service supplies from designated vendors
- Perform other related duties similar to the above in scope and function as required

MARIPOSA: Kitchen Assistant

EMPLOYMENT STANDARDS

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:

Requires a high school graduation or equivalent and the ability to obtain a valid and current CPR/first aid certificate within 3 months of appointment. Qualified work experience is desirable but not mandatory.

Creation date: 2/92  
Revision dates: 12/01 (B/S 01-352); 6/97 (B/S 97-229); 4/94