



THE COUNTY OF SUTTER

Invites Applications

for

FINAL FILING DATE:
February 22, 2019

FOOD SERVICE WORKER
\$15.04 - \$18.68/HOURLY

THE POSITION: Under general supervision, assists in the preparation of correctional facility meals at the County correctional facility. Evening and weekend work is required for this position. *The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.*

JOB DUTIES: Prepares a wide variety of correctional facility meals, including meals for inmates with special diets due to medical reasons; supervises a crew of inmate workers in the preparation and serving of meals, sanitation, and associated tasks; prepares meals in accordance with the established menu and special instructions of the supervisor; operates various machinery and equipment associated with food preparation and food service; assists in maintaining kitchen sanitation and safety; supervises and performs cleaning and maintenance of kitchen equipment, kitchen utensils, and food preparation areas; applies security measures in kitchen and during serving periods; prepares reports on food inventory, spoilage and cleaning supplies; prepares and/or generates various forms and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; maintains departmental records; maintains inventory of departmental supplies; initiates orders for new or replacement materials; answers the telephone, provides information, takes messages and/or directs calls as appropriate; responds to requests for information or assistance; and escorts kitchen inmates between kitchen and housing unit.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Cooking and serving large quantities of food; basic food groups and nutritional values; proper food storage; basic mathematics; various machinery, equipment and tools associated with food preparation, food service, and kitchen sanitation.

Ability to: Prepare large quantities of food; order and store food items; supervise a kitchen facility utilizing inmate workers; establish and maintain effective working relationships; communicate effectively both orally and in writing; maintain record keeping systems; operate various machinery, equipment and tools associated with food preparation, food service, and kitchen sanitation.

Education and Experience: One year of institutional cooking experience or any equivalent combination of education or experience which would demonstrate the possession of the above knowledge and abilities.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a moderate amount of force frequently to lift, carry, push, pull, or otherwise move objects and to stoop, crouch, and lift; operate a variety of kitchen tools and equipment used in performance of daily tasks; may be subject to uncomfortable working conditions including exposure to noise, heat, cold or humidity; must be able to perceive color, odor, texture and taste.

Other Requirements: Must undergo and pass a personal background investigation conducted by the Sheriff's Office.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 01/31/19



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B
 Yuba City, CA 95993
 Phone (530) 822-7113
 FAX (530) 822-7191
 E-mail hr@co.sutter.ca.us
 TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

| PERS <u>Miscellaneous</u> Retirement (NON-Safety) | | | | PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers) | |
|---|--|----------|-------------------------|---|-----------------------|
| Tier 1 Classic PERS Members | Hired @ Sutter County Up to 11-15-2011 | 2.7 @ 55 | 8% EE Share by EE | 3 @ 50 | 9% EE Share by EE |
| Tier 2 Classic PERS Members | PERS Member from 11-16-11 to 12-31-2012 | 2 @ 60 | 7% EE Share by EE | 2 @ 50 | 9% EE Share by EE |
| Tier 3 New PERS Members | PERS Member after 1-1-13 (PEPRA) | 2 @ 62 | 6.25% EE Share by EE | 2.7 @ 57 | 11.25% EE Share by EE |
| Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security. | | | | | |

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.