

# Temporary Employment Opportunity

Food Service Worker  
Extra - Help

\$ 15.04 Per Hour

Sheriff's Office

**Apply Immediately!**

This recruitment will close without notice  
upon receipt of a sufficient number of applications.

**Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of application status, a Department interview, or an update that a position has been filled.**

## **FOOD SERVICE WORKER**

### *DEFINITION*

Under general supervision, assists in the preparation of correctional facility meals at the County correctional facility.

### *CLASS CHARACTERISTICS*

This classification performs a full range of complex tasks associated with preparation and distribution of meals to inmates. At this level, incumbents work under direction within a framework of established procedures, and work with only occasional instruction or assistance. Work is reviewed upon completion and for overall results; requires frequent interpretation of policies, procedures and guidelines; and may require the development of recommendations consistent with directives, policies and regulations. Direction and general supervision is provided to inmates in performance of food service functions.

### *EXAMPLES OF ESSENTIAL DUTIES*

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.*

1. Prepares a wide variety of correctional facility meals, including meals for inmates with special diets due to medical reasons.
2. Supervises a crew of trustees in the preparation and serving of meals, sanitation, and associated tasks.
3. Prepares meals in accordance with the established menu and special instructions of the supervisor.
4. Operates various machinery and equipment associated with food preparation and food service.
5. Assists in maintaining kitchen and dining room sanitation and safety.
6. Supervises and performs cleaning and maintenance of kitchen equipment, kitchen utensils, dining room, and food preparation areas.
7. Applies security measures in kitchen and during serving periods.
8. Prepares reports on food inventory, spoilage and cleaning supplies.
9. Prepares and/or generates various forms and documentation.
10. Reviews various documentation and processes, forwards, or takes other action as appropriate.
11. Maintains departmental records.
12. Maintains inventory of departmental supplies; initiates orders for new or replacement materials.

*EXAMPLES OF MARGINAL DUTIES*

1. Answers the telephone, provides information, takes messages and/or directs calls as appropriate.
2. Responds to requests for information or assistance.
3. Escorts kitchen inmates between kitchen and housing unit.

*MINIMUM QUALIFICATIONS*

Knowledge of: Cooking and serving large quantities of food; basic food groups and nutritional values; proper food storage; basic mathematics; and 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 skills and work requirements:

Requires 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; perceive color, odor, texture and taste.

Other Requirements: Must pass a background check by the Sheriff's Department.

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.



## **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](http://www.CalOpps.org)**

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ **[www.suttercounty.org](http://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](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

### **SELECTION PROCEDURE FOR EXTRA HELP POSITIONS**

**Extra Help positions are on an as need basis and there is no guarantee of interview or appointment.**

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references will be conducted prior to appointment.

**Please Note:** Referral of applications to the Department does not guarantee an interview. Applicants may or may not hear from the Department.

*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.*

*The above information is general in nature and does not constitute an expressed or implied contract.*

**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.

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**Sutter County Human Resources Department  
1160 Civic Center Blvd., Suite B  
Yuba City, CA 95993**