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# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

March 11, 1980

CITY MANAGER'S OFFICE  
**RECEIVED**  
MAR 12 1980

Housing Authority of the  
City of Sacramento  
915 "I" Street  
Sacramento, CA 95814

**CITY GOVERNING BOARD**

- PHILLIP L. ISENBERG, MAYOR
- LLOYD CONNELLY
- BLAINE H. FISHER
- THOMAS R. HOEBER
- ROBERT T. MATSUI
- DOUGLAS N. POPE
- JOHN ROBERTS
- ANNE RUDIN
- DANIEL E. THOMPSON

Honorable Members in Session:

SUBJECT: New Classifications - Sacramento Elderly  
Nutrition Program - Central Kitchen

SUMMARY

**COUNTY GOVERNING BOARD**

- E. HENRY KLOSS
- PATRICK E. MELARKEY, D.D.S.
- JOSEPH E. (TED) SHEEDY
- SANDRA R. SMOLEY
- FRED G. WADE

A classification study was done by the City Personnel Department to establish job classifications for the Central Kitchen (copy attached hereto).

Attached is a resolution which amends the classification plan in the following manner:

**EXECUTIVE DIRECTOR**

WILLIAM G. SELINE

- A. Establish the new job classifications of Head Cook, Cook II, Cook I and Stock Control Clerk with the following monthly salary ranges:

P.O. Box 1834  
SACRAMENTO, CA 95809  
630 I STREET  
SACRAMENTO, CA 95814  
(916) 444-9210

Steps:	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Head Cook Schedule IV, Range 12	1122	1179	1238	1300	1366
Cook II Schedule IV, Range 8	936	983	1032	1084	1139
Cook I Schedule IV, Range 3	790	830	872	916	962
Stock Control Clerk Schedule IV, Range 9	963	1011	1062	1116	1172

- B. Amend the Employer-Employee Relations Policy by adding the above-referenced classifications to the General Clerical and Service Unit.

**APPROVED**  
SACRAMENTO HOUSING AUTHORITY

3-18-80

Date 3-18-80

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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City of Sacramento  
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## BACKGROUND INFORMATION

Since the inception of the Nutrition Program in 1974, it has utilized contracted catering services from various private caterers. However, in 1976, a central kitchen concept was proposed and formally adopted in 1977 as a base for food preparation and distribution. In October, 1979, construction of the kitchen commenced, and it was determined that the requested positions would be required as the nucleus staffing and additional staffing would be requested from CETA allocations.

After review of information provided by the Nutrition Program Project Director and discussion with staff, it was found that staffing for the Central Kitchen facility would require several cooks in addition to a position responsible for stock control. After reviewing staffing in similar programs at various hospitals, school districts and nutrition facilities serving the State of California, it is recommended that a classification series be established for the positions responsible for preparation of the meals. It is recommended that the classifications be called Cook I, Cook II and Head Cook. It was also found that a position responsible for stock control would be necessary for ordering, receiving and storing various equipment and supplies necessary for the central kitchen facility. The position would work under the general direction of a Site Supervisor. It is recommended that this position be allocated to the classification of Stock Control Clerk.

## FINANCIAL DATA

The cost of funding these positions for the Central Kitchen would amount to approximately \$64,909 for the first year the recommendations are in effect. This figure includes 30 percent for fringe benefits. The Nutrition Program is presently contracting with a caterer to provide the daily meals. This contract service is financed from the Nutrition Program's Title III-C grant award. The Project Director has advised that the catering contract will be cancelled when the Central Kitchen starts operation and the monies previously budgeted for the catering will be redirected to the Central Kitchen. Title III-C involves no local funding.

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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## VOTE OF COMMISSION

At a meeting on March 6, 1980, the Sacramento Housing and Redevelopment Commission Personnel Committee reviewed and unanimously approved the attached resolution.

## RECOMMENDATION


It is my recommendation that you adopt the attached resolution.

Respectfully submitted,

  
WILLIAM G. SELINE  
Executive Director

Attachments

TRANSMITTAL TO COUNCIL:

  
WALTER J. SLIPE  
City Manager

Contact Persons: Jerry Sykes, 444-9210, ext. 258  
Daniel Borowiak, 444-9533

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

January 25, 1980

## MEMORANDUM

TO: William J. Woska, Personnel Management Administrator

FROM: Jerry T. Sykes, Associate Personnel Analyst

SUBJECT: NEW CLASSIFICATIONS FOR THE SACRAMENTO ELDERLY NUTRITION PROGRAM

## SUMMARY

In June, 1979, the Nutrition Program Project Director of the Sacramento Housing and Redevelopment Agency requested that six new positions be allocated. The positions would form the nucleus staff for the newly renovated Central Kitchen, which is scheduled for completion and opening sometime in March, 1980. Following review of the job analysis forms and discussions between Personnel, the Project Director and Nutrition Services Coordinator, it is recommended that the following classifications be adopted - Head Cook, Cook II, Cook I and Stock Control Clerk. It is further recommended that one position be allocated to the Head Cook classification, two positions to Cook II, two positions to Cook I and one position to the Stock Control Clerk classification.

## HISTORICAL BACKGROUND

Since the inception of the Nutrition Program in 1974, it has utilized contracted catering services from various private caterers in the Sacramento area to provide approximately 1,100 senior residents with hot lunches five days a week at seventeen (17) sites throughout the City and County of Sacramento (projected 275,880 meals for calendar year 1980). The program provides an average of 135 meals a day to homebound senior citizens via its "Meals on Wheels" program. It provides other services such as individual grocery shopping for homebound seniors; transportation to and from nutrition sites and shopping centers; coordination of a variety of supportive services for seniors at the various nutrition sites; and serves as a liaison between senior residents and community-based social service agencies through its information and reference service. In 1976, a central kitchen concept was proposed and formally adopted in 1977 as a base for food preparation and distribution. In October, 1979, construction of the kitchen commenced, and it was determined that the requested positions would be required as the nucleus staffing and additional staffing would be requested from CETA allocations.

### ANALYSIS

After review of information provided by the Nutrition Program Project Director and discussion with staff, it was found that staffing for the Central Kitchen facility would require several cooks in addition to a position responsible for stock control. After reviewing staffing in similar programs at various hospitals, school districts and nutrition facilities serving the State of California, it is recommended that a classification series be established for the positions responsible for preparation of the meals. It is recommended that the classifications be called Cook I, Cook II and Head Cook.

The Head Cook would be responsible for planning, organizing and supervising the preparation, cooking and portioning of food in accordance with standardized menus in addition to supervising safety, maintenance and sanitation of the kitchen facility. The position would work under the general direction of the Nutrition Services Coordinator.

The classification immediately below Head Cook would be Cook II. This classification would work under the supervision of the Head Cook, preparing and cooking food and coordinating activities with other kitchen personnel as necessary. This position would occasionally be responsible for supervising other kitchen employees, students or volunteer helpers.

The entry level classification in this series is Cook I. This position would also prepare and cook food and would report to the Head Cook. The Cook I is distinguished from the Cook II inasmuch as employees in this class would normally perform the less responsible and less skilled duties required in the preparation, cooking and dispensing of food.

It was also found that a position responsible for stock control would be necessary for ordering, receiving and storing various equipment and supplies necessary for the central kitchen facility. The position would work under the general direction of a Site Supervisor. It is recommended that this position be allocated to the classification of Stock Control Clerk.

### SALARY RECOMMENDATION

Salaries and comparable job specifications of seven other agencies providing nutrition services were utilized in arriving at salary recommendations for each of the recommended classifications. These agencies included various hospitals, school districts and other nutrition facilities serving the State of California. Additionally, consideration was given to the internal relationship of the classifications within the Sacramento Elderly Nutrition Program. Attachment I identifies the agencies surveyed and the salary ranges for classifications comparable to those recommended within this report.

Based on the information gathered in addition to established salary relationships within the Agency, the following ranges are recommended:

Head Cook	\$1122 - 1366
Cook II	936 - 1139
Cook I	790 - 962
Stock Control Clerk	963 - 1172

#### FINANCIAL DATA

The cost of funding these positions for the Central Kitchen would amount to approximately \$64,909 for the first year the recommendations are in effect. This figure includes 30 percent for fringe benefits. The Nutrition Program is presently contracting with a caterer to provide the daily meals. This contract service is financed from the Nutrition Program's Title III-C grant award. The Project Director has advised that the catering contract will be cancelled when the Central Kitchen starts operation and the monies previously budgeted for the catering will be redirected to the Central Kitchen.

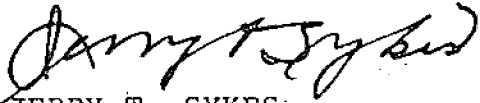
#### RECOMMENDATIONS

Based upon the analysis of the data collected during this study, it is recommended:

1. The classifications of Head Cook, Cook II, Cook I and Stock Control Clerk be approved.
2. The following salary ranges be approved for the recommended classifications:

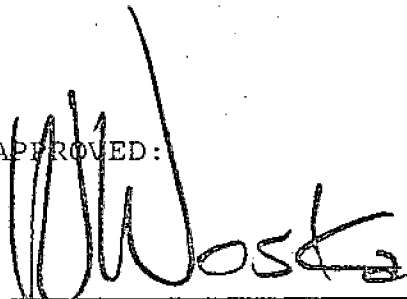
Head Cook	\$1122 - 1366
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Stock Control Clerk	963 - 1172

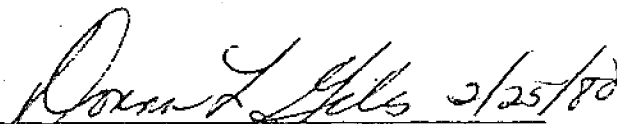
3. That one position be allocated to the Head Cook classification, two positions to Cook II, two positions to Cook I and one position to the Stock Control Clerk classification.
4. These classifications be placed within the General Clerical and Service Unit of the Sacramento Housing and Redevelopment Agency's Employer-Employee Relations Policy.

  
JERRY T. SYKES  
Associate Personnel Analyst

Attachments

APPROVED:

 1/30/80  
WILLIAM J. WOSKA  
Personnel Management  
Administrator

 2/25/80  
DONNA L. GILES  
Director of Personnel

ATTACHMENT I

CENTRAL KITCHEN  
ELDERLY NUTRITION PROGRAM

	HEAD COOK		COOK II		COOK I		STOCK CONTROL CLERK	
EOC, Yolo Co.	940	1142						
A. R. Hosp.	979	1190	914	1111	777	944	777	944
Sr. Ser. Agency Stockton		1083						
Sutter Hosp.	1175	1250	900	1000	825	900	725	800
Sacto. Schools	943	1263	657	905				
Sacto. Co.	1171	1423	962	1171	734	891	1074	1183
State of Calif.	1101	1322			886	1058		
MEAN	1052	1239	858	1047	806	948	859	976
Recommended Nutrition	1108	1349	968	1179	Cooks Ass't 690	841	Warehouse/Wkr 968	1179
Recommended Personnel	1122	1366	936	1139	790	962	963	1172
	Sch. IV, Range 12		Sch. IV, Range 8		Sch. IV, Range 3		Sch. IV, Range 9	
07-01-80 (Re: MOU)	1223	1489	1020	1242	861	1049	1050	1277



HEAD COOK

NATURE OF WORK:

Under general direction of the Nutrition Services Coordinator, directly supervises the food production staff of a large nutrition program in the preparation, cooking and portioning of food.

EXAMPLES OF DUTIES:

Plans, organizes, assigns, supervises and evaluates the work of a staff of employees engaged in the Central Kitchen food production operation.

Coordinates food production schedule with other related staff.

Prepares entrees and other menu items.

Ensures that food meets the highest quality standards; economically and timely prepared for distribution and transporting to nutrition sites on schedule.

Maintains cost effective operation through monitoring of critical points in food preparation.

Prepares daily requisitions for raw foods.

Assists in evaluation and selection of new products, recipes, and determining menu requirements.

Establishes, supervises and maintains safety and sanitation standards.

Inspects kitchen facility daily for safety and sanitation violations, and for required repairs and maintenance.

Maintains records, inventory control and required forms for food service operations.

Determines training needs and develops programs to meet requirements.

Assists in selection of food service employees.

May be required to cater special events.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance; and completion of current technical or vocational training with significant emphasis on principles and practices of quantity food production operations and management.

Experience:

Four years of full-time paid experience in preparation of food in large quantities with at least two years experience in supervision of food service personnel.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of:

Governmental codes and general health and safety regulations pertaining to food service establishments.

Quantity food preparation, portioning and dispensing.

Modified diets, nutritional and economical substitutions for food groups.

Ability to:

Effectively supervise and manage employees.

Use appropriate equipment necessary for preparing food quantities for groups of varying size.

Work with the elderly and other related persons.

Pass physical examination, free of communicable disease; able to stand during entire work period, and lift and carry up to 50 pounds of weight.

COOK II

NATURE OF WORK:

Under general supervision, is responsible for food preparation, cooking and general kitchen operations.

EXAMPLES OF DUTIES:

Prepares menu items including baked goods, vegetables, salads and modified diets within time requirements.

When directed, supervises other kitchen staff in portioning control, temperature maintenance, proper food handling and packaging of food for sites.

Assists in preparation of requisitions, inventories and record keeping.

Assists in maintaining kitchen and all equipment in a clean and sanitized manner at all times.

Promotes and maintains safe and proper food handling practices.

Assists Head Cook as required. May be required to assume duties and responsibilities of Head Cook for brief periods.

Performs other duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years of full-time paid experience in preparation of food in large quantities with at least one year experience in supervision of food service personnel.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of:

Governmental codes and general health and safety regulations pertaining to food service establishments.

Principles, procedures and equipment used in preparation, cooking, dispensing, storage and care of food in large quantities.

Modified diets, nutritional and economical substitutions for food groups.

Kitchen sanitation and safety.

KNOWLEDGES, ABILITIES AND SKILLS: (continued)

Ability to:

Prepare and cook all food groups and judge food quality.

Plan work schedule and prepare and follow menus, recipes and formulas.

Effectively supervise and work with others.

Perform simple arithmetic computations, count goods accurately and interpret weights and measures.

Pass physical examination, free of communicable diseases; able to stand during entire work period and lift and carry up to 50 pounds of weight.

To work with the elderly and other related persons.

COOK I

NATURE OF WORK:

Under direct supervision, performs sanitation tasks, assists in food preparation, cooking and dispensing of food.

EXAMPLES OF DUTIES:

Assists in preparing, cooking and dispensing various food items.

Performs routine cleaning and sanitizing of kitchen, food storage areas, dishes, pots, pans and other culinary equipment.

Empty, clean and sanitize refuse containers as required.

Assist Stock Control Clerk in storing commodities and equipment.

Launders linen used in kitchen and at sites, and prepares it for distribution.

Performs occasional driving tasks.

Performs other duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

One year of full-time paid experience in preparation of food in large quantities with at least six (6) months experience in supervision of food service personnel.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of:

Governmental codes and general health and safety regulations pertaining to food service establishments.

Food handling and kitchen sanitation and safety.

General culinary equipment and its care.

Basic weights and measurements.

Ability to:

Satisfactorily complete training programs in sanitation procedures for facilities and equipment and the preparation and cooking of all food groups.

Follow oral and written instructions.

KNOWLEDGES, ABILITIES AND SKILLS: (continued)

Ability to: (continued)

Meet time schedules.

To pass physical examination, free of communicable diseases; able to stand during entire work period, and lift and carry up to 50 pounds of weight.

To work with the elderly and other related persons.

To perform simple arithmetic computations, count goods accurately, and interpret weights and measurements.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Class II California Driver License prior to appointment.

Be able to do heavy cleaning and scrubbing with harsh detergents.

STOCK CONTROL CLERK

NATURE OF WORK:

Under general direction, responsible for the operation and controlling of food, supplies and equipment warehousing activity in support of a large food preparation and distribution program.

EXAMPLES OF DUTIES:

Plans, organizes, assigns, supervises and reviews the work of others engaged in the receiving, storing, issuing, inventory and delivery of a large and varied inventory of supplies, equipment and foods.

Receives and stores all foods and supplies coming into the Central Kitchen and checks them against invoices and purchase orders, reporting quantity or quality discrepancies.

Develops and implements stores activities procedures and policies.

Maintains storekeeping records.

Provides information as to materials in stock.

Assists in preparation of requisitions for stock replacement.

Performs occasional driving tasks.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years of full-time paid experience with at least one year of full responsibility and supervision over inventory control of a large warehouse facility.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of:

Storekeeping methods and practices, including the receiving and issuing of supplies and equipment; maintenance of inventory records; and proper methods of storing supplies.

Principles of supervision.

KNOWLEDGES, ABILITIES AND SKILLS: (continued)

Ability to:

Make rapid and accurate arithmetic computations in connection with stockroom work.

Operate loading equipment, scales and other equipment commonly used for warehousing.

Communicate and work effectively with other staff members and vendors.

Supervise and train others effectively.

Pass physical examination, free of communicable diseases; able to lift and move heavy or bulky objects of weights up to 50 pounds and stand during entire work period.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Class II California Driver License prior to appointment.

Be able to tolerate temperature extremes.

Bondable.



RESOLUTION NO. 1783

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

March 18, 1980

ESTABLISHING SACRAMENTO ELDERLY NUTRITION PROGRAM - CENTRAL KITCHEN  
CLASSIFICATIONS AND SALARY SCHEDULES

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE  
CITY OF SACRAMENTO:

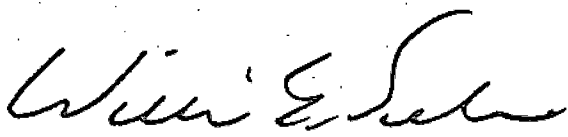
1. The job classifications of Head Cook, Cook II, Cook I and Stock Control Clerk are hereby established. The Salary Ranges for these classifications shall be:

Steps:	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Head Cook Schedule IV, Range 12	1122	1179	1238	1300	1366
Cook II Schedule IV, Range 8	936	983	1032	1084	1139
Cook I Schedule IV, Range 3	790	830	872	916	962
Stock Control Clerk Schedule IV, Range 9	963	1011	1062	1116	1172

2. The Employer-Employee Relations Policy is hereby amended to add the above-referenced classifications to the General Clerical and Service representation unit.
3. The Executive Director is hereby authorized to incorporate the above-referenced positions into the Sacramento Elderly Nutrition Program's FY 79-80 annual budget.

\_\_\_\_\_  
CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
SECRETARY

**APPROVED**  
SACRAMENTO HOUSING AUTHORITY

Date 3-18-80