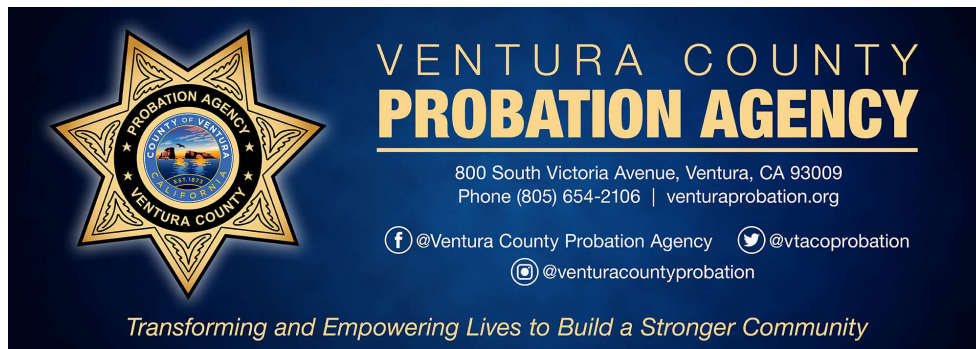




Ventura County
Assistant Food Services Supervisor - Probation Agency

SALARY	\$23.16 - \$32.37 Hourly \$1,852.72 - \$2,589.28 Biweekly \$4,014.22 - \$5,610.11 Monthly \$48,170.63 - \$67,321.29 Annually	LOCATION	Oxnard, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	0163VPA-25AA (AI)
DEPARTMENT	Probation Agency	OPENING DATE	02/10/2025

Description



WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package that includes:

- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Bilingual Incentive** - Proficiency levels by exam are \$.69 per hour (Level I), \$1.00 per hour (Level II), or \$1.32 per hour (Level III)
- **Vacation Accrual** – New regular, full-time employees shall accrue approximately 14 days of vacation a year for the first 10,400 hours or 5 years of service; vacation accruals increase at 5, 11, 12, 13, 14, 15 and 20 years of service topping out at 26 days a year and 400 hours of vacation hours banked.
- **Annual Leave Redemption** – After 14,560 hours of continuous County service an employee may elect to "cash in" or redeem up to 80 hours of vacation accrued in the same year after using 80 hours of vacation in the preceding 12 months.
- **Sick Leave** - Full time regular employees accrue 3.08 hours of sick leave per pay period with an advance at hire of 40.04 hours which will be balanced at the completion of 13 bi-weekly pay periods.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3.00% match on your 401(k) contributions.
- **Health Plans** – You are afforded an annual flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Pre-tax benefit towards eligible medical, dental and vision care expenses.
- **Pension Plan** - Participation in the County's defined pension plan, which has reciprocity with CalPERS.
- **Holidays** - 12 paid days per year which, includes a scheduled floating holiday.
- **Additional Benefits** - Tuition Reimbursement, Disability Plans, Employee Assistance Program, Life Insurance, Wellness Program.

Under general direction, assists with administration of the overall food services operation to which incumbent is assigned, which includes procuring, receiving, storing, preparing and issuing food in large quantities and providing functional supervision to food services staff.

DISTINGUISHING CHARACTERISTICS:

This classification differs from those to which it reports in that the latter classes have total responsibility for the food services programs to which they are assigned. It differs from its subordinate classifications in that incumbents assist with administration of the overall operation in addition to overseeing day-to-day floor operations.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies **for this position or similar positions only**. There is currently one (1) Regular vacancy within the Probation Agency.

Assistant Food Services Supervisor is represented by the Service Employees International Union (SEIU) and is eligible for overtime compensation.

TENTATIVE SCHEDULE

OPENING DATE: Monday, February 10, 2025

CLOSING DATE: Continuous

(Previously: Tuesday, February 25, 2025)

APPLICATION REVIEW COMPLETE: Friday, February 28, 2025

Examples Of Duties

Depending on the assignment, duties may include but are not limited to the following:

- Plans, schedules, coordinates, and inspects food preparation, cooking, and serving activities;
- Plans, orders, receives, stores, and issues food and related products; maintains inventory and inventory records; maintains budget;
- Plans, assigns, reviews, and evaluates the work of food services staff; trains food services staff in theories and methods of large-quantity/institutional food preparation and the tools and equipment utilized, including computers and applicable software programs; assists with recruitment processes for food services staff;
- Inspects and coordinates maintenance of food services equipment and supplies; ensures that tools and equipment are used correctly and properly;
- Inspects facilities to ensure the highest standards of sanitation and regulatory compliance;
- Is responsible for securing the kitchen facilities daily;
- Assists with various essential food services functions as needed;
- Assists in planning/implementing emergency food services during emergency/disaster situations;
- Collaborates with outside agencies to implement programs for served populations;
- Prepares and maintains a variety of written materials (e.g., records maintenance, reports, policies and procedures, disciplinary actions, performance evaluations, etc.);
- May act as manager in manager's absence; and
- Performs other related duties as required.

Typical Qualifications

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE:

At least four (4) years of progressively responsible large-scale (100+ customers per day) food preparation and service experience, one of which involved supervision of food services staff.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to read and write in English and understand and follow oral and written instructions in English.

KNOWELAGE, SKILLS, AND ABILITES:

Working knowledge of: the needs and requirements of various populations (age groups, special diets, behavioral patterns, etc.); methods and procedures for preparing and serving a variety of foods in large quantities; sanitation and safety practices and regulations related to handling and serving food in large quantities; inventory methods and proper methods of food rotation and storage; the proper methods of storing equipment, materials, and supplies; proper lifting techniques; basic math and record-keeping techniques; and interpersonal skills using tact, patience, and courtesy; e-mail systems and computer software programs used in the course of work; computerized cash registers; basic supervision principles. Some assignments may require knowledge of meat cutting, smoking/curing, and freezing.

Working ability to: learn the physical arrangements and food service routine in a short period of time; follow, adjust, and extend recipes; effectively and appropriately prepare a variety of foods in large quantities; prepare, cook, and serve food in accordance with health and sanitation regulations; maintain nutrition service equipment and areas in a clean and sanitary condition; adhere to food service and sanitation rules; observe and follow health and safety regulations; operate large kitchen equipment and machinery safely; lift, carry, push, and pull heavy objects; stand for long periods of time; maintain a neat and clean personal appearance; communicate effectively in an oral and written manner; establish and maintain cooperative and effective working relationships with others; maintain a variety of records related to assigned activities; prepare effective written reports; and plan and organize work to meet schedules and timelines; coordinate food preparation with other departmental activities; instruct and supervise subordinates in food preparation and service; and utilize e-mail

systems and computer software programs used in the course of work, including making purchases on vendor websites and operating computerized cash registers.

SUPPLEMENTAL INFORMATION:

Duties are performed primarily in an indoor institutional kitchen environment involving exposure to temperature extremes (e.g., freezers, stoves, and ovens) at either a health care or locked correctional facility. Subordinate staff levels vary from 20-30. Assignment to a correctional facility may include the supervision of inmates.

Recruitment Process

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

(Previously: Applications must be received by County of Ventura Human Resources no later than 5:00 p.m. on Tuesday, February 25, 2025.)

To apply online, please refer to our web site at www.ventura.org/jobs. A paper application can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) ([Download PDF reader](#)) for additional information.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the

APPLICATION SCREENING – qualifying: Candidates' applications, resumes, or other required documentation will be evaluated on a comparative basis against pre-established criterion. Those individuals whose materials best indicate possession of the stated requirements, may be invited to continue to the next step in the screening and selection process.

TRAINING & EXPERIENCE EVALUATION: A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

ORAL EXAM – 100%: A job-related oral exam may be conducted to evaluate and compare participating applicants' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Applicants must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. **It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.**

NOTE: If there are three (3) or fewer qualified applicants, an oral exam will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: After successful completion of the examination process, certified candidates who have

been invited to a selection interview and accepted a conditional offer of employment, will undergo a thorough background investigation that will include, but not necessarily be limited to, contacting personal, educational and business references, and Livescan fingerprinting for a criminal records check. Additionally, certified candidates will undergo a polygraph, psychological, and medical examination. Those entering the background process are required to provide a current (issued within the past 30 days) Department of Motor Vehicles printout (K4 - 10 year driving record) to the Background Investigator.

For further information about this recruitment, please contact Kristy Madrigal by e-mail at Kristy.Madrigal@ventura.org or telephone at (805) 654-5094.

EQUAL OPPORTUNITY EMPLOYER

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Employer

Ventura County

Address

800 S. Victoria Avenue
LOC. #1970
Ventura, California, 93009

Phone

(805) 654-5129

Website

<http://hrventura.org>

Assistant Food Services Supervisor - Probation Agency Supplemental Questionnaire

***QUESTION 1**

Are you able to read and write in English and understand and follow oral and written instructions in English?

- Yes
 No

***QUESTION 2**

Describe your progressively responsible, large-scale (100+ customers per day) food preparation and service experience? In your response, please include the following: A) Name of employer(s) where you obtained the experience, and B) Duties performed Full time is considered 40 hours per week; anything less than that must be prorated. NOTE: The employer(s) listed here must be entered in the Work Experience section of your application, and all details for each must be listed in order for the experience to be counted. If you do not have this type of experience, please write, "None."

***QUESTION 3**

Describe your experience supervising food services workers? In your response, please include the following: A) Name of employer(s) where you obtained the experience; B) Duties performed; and C) Number of subordinates you supervised NOTE: "Full time" is considered 40 hours per week; anything less than that must be prorated. "Supervision" means that you were the person responsible for hiring, training, evaluating (completing performance reviews), disciplining, and firing those individuals who reported to you) NOTE: The employer(s) listed here must be entered in the Work Experience section of your application, and all details for each must be listed in order for the experience to be counted. If you do not have this type of experience, please write, "None."

***QUESTION 4**

Describe how you establish and maintain cooperative and effective professional working relationships. In your response, please include the following: A) A description of the customer, stakeholder, or coworker with which you established an effective working relationship. B) An example of how you used that relationship to accomplish a work task or resolve a problem.

***QUESTION 5**

Please list any experience you have in an institutional environment, such as a hospital or correctional facility. NOTE: The employer(s) listed here must be entered in the Work Experience section of your application, and all details for each must be listed in order for the experience to be counted. If you do not have this type of experience, please write, "None."

***QUESTION 6**

Please list any educational degrees or vocational program certificates you have earned that related to food services preparation and service and/or supervision/management. Include the following details for each: A) degree/certificate

name B) issuing institution name If you do not possess any degrees or certificates as described above, please write, "None."

* Required Question