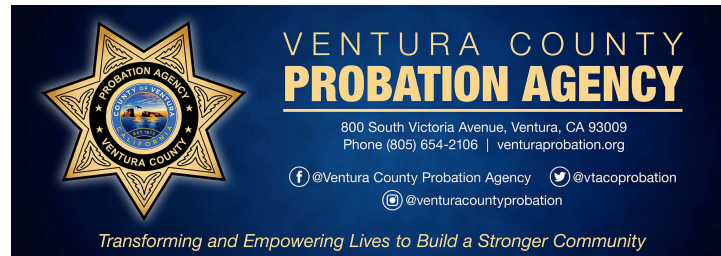




Ventura County Food Services Manager - Probation Agency

SALARY	\$37.67 - \$52.75 Hourly \$3,013.87 - \$4,219.83 Biweekly \$6,530.05 - \$9,142.97 Monthly \$78,360.62 - \$109,715.63 Annually	LOCATION	Oxnard, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	0489VPA-24AA (AI)
DEPARTMENT	Probation Agency (recruitment by CEO-HR)	OPENING DATE	11/08/2024
CLOSING DATE	Continuous		

Description



WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$78,360.62 to \$109,715.63 annually, an employee within this position will also be eligible for the following:

- **A general salary increase of 3.5%** effective December 22, 2024.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months.
- **Annual Leave Accrual** - A candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service (based on a full-time schedule; hours are pro-rated for part-time schedules).
- **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% match on your 401(k) contributions.
- **Health Insurance** - You are afforded a 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. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

Position Information

Under general direction, the Food Services Manager for the Probation Agency will plan, direct, coordinate and supervise the food services and laundry program for the County's Juvenile Justice Detention Facility. It is anticipated that the program will serve 3 meals/day to between 50-100 youth offenders and 100 facility staff.

The Ideal Candidate

The ideal candidate for this position will have extensive experience in large-scale food service management, particularly within institutional settings. They will demonstrate a strong ability to develop and implement comprehensive food programs, including master menu planning that meets state standards. Exceptional leadership skills are essential for selecting and training a diverse team of staff, including cooks and food service workers. The candidate should be adept at managing vendor relationships, overseeing food purchases, and ensuring compliance with sanitation regulations. Strong organizational and budgeting skills are crucial for maintaining accurate records and preparing reports, as well as applying for federal funding. A passion for providing nutritious meals and a commitment to fostering a positive culinary environment will set this candidate apart.

PAYROLL TITLE: Manager-Hospital Food Services

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 or similar positions. There is currently one (1) Regular Full-time vacancy.

Manager-Hospital Food Services is a management classification and is not eligible for overtime compensation.

TENTATIVE SCHEDULE

OPENING DATE: November 8, 2024

CLOSING DATE: Continuous: Applications must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

FIRST REVIEW OF APPLICATIONS: Week of November 25, 2024

Examples Of Duties

Duties may include but are not limited to the following:

- Coordinates Food and laundry services to facility residents and staff, meeting Title 15 requirements for nutrition, clothing, and bedding.
- Prepares master menus for food service facilities, which comply with state code standards for food groups.
- Plans and coordinates the work of subordinate cooking and laundry staff to assure that food is prepared and laundry requisitions completed in the proper manner.
- Requests food purchase from outside sources, confers with vendors and with County purchasing representatives concerning quality and price of materials purchased.
- Handles the transfer of surplus food from other government agencies and maintains a consolidated food warehouse.
- Develops and maintains in-service training programs for cooking personnel.
- Sets kitchen and food warehouse sanitation standards and regularly inspects facilities to ensure compliance.
- Maintains food processing and distribution records and prepares necessary monthly reports.
- Prepares budgetary requests for food, kitchen and laundry supplies and equipment and administers the approved appropriation.
- Performs other duties as assigned.

Typical Qualifications

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

EDUCATION/EXPERIENCE: Any combination of education, training and/or experience that demonstrates acquisition of the requisite KSAs. Possession of those KSAs could typically be demonstrated by substantial (5+ years) work experience in menu preparation and production of food in large quantities and varieties in an institutional food service program, including at least two (2) years at a responsible supervisory level.

NECESSARY SPECIAL REQUIREMENT:

- Must possess or obtain and maintain a valid California driver license.
- Must be willing and able to successfully pass a thorough background investigation.
- Willing and able to work rotating shifts, weekends, and holidays.
- Willing and able to work in a custodial setting.

DESIRED: Experience as a cook in a correctional facility, military, hospital, university or other large-scale eatery.

KNOWLEDGE, SKILLS and ABILITIES:

Working knowledge of: Title 15 requirements for nutrition, clothing, and bedding, commercial kitchen equipment and cooking methods; freezing methods and equipment; budgeting, processing reports, work scheduling, food purchasing and inventory control.

Working ability to: supervise the work of a kitchen staff in an efficient manner; efficiently use existing products in order to keep food costs at a minimum.

Supplemental Information: Work is performed primarily in a correctional facility kitchen, laundry or food preparation area and may involve contact and supervision of jail inmates in the preparation and serving of food.

Recruitment Process

FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. 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.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached

to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application and supplemental questionnaire.

INFORMATION FOR TRANSFER CANDIDATES

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 \(Download PDF reader\) \(Download PDF reader\)](#) 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 questionnaire may result in your application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will 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 EXAMINATION - 100%: A job-related oral examination may be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees 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 atypical 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.**

If there are three (3) or fewer qualified applicants, an examination 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 email at kristy.madrigal@ventura.org or phone (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.

Phone

(805) 654-5129

Website

<http://hrventura.org>

Food Services Manager - Probation Agency Supplemental Questionnaire

***QUESTION 1**

Do you currently possess or are you able to obtain and maintain a CA Driver's License?

- ☐ Yes
☐ No

***QUESTION 2**

Are you willing and able to work rotating shifts, nights, weekends and holidays?

- ☐ Yes
☐ No

***QUESTION 3**

Are you willing to have your background thoroughly investigated?

- ☐ Yes
☐ No

***QUESTION 4**

Are you willing and able to work in a custodial setting?

- ☐ Yes
☐ No

***QUESTION 5**

Please describe your substantial work experience in menu preparation and production of food in large quantities and varieties in an institutional food service program. In your response, include the following:

- A. Name of employer,**
- B. Your job title,**
- C. A description of the work you performed, and**
- D. Number of years of experience.**

If you do not have this type of experience, please type "no experience."

***QUESTION 6**

Describe your experience supervising and coordinating the work of staff, including preparing performance reviews? Include the following:

- A. Name of employer where experience was gained,**
- B. Your title, from/to dates,**
- C. Include number of staff you supervised,**
- D. Types of work staff performed, and**
- E. Experience coordinating scheduling of staff.**

If you do not have this experience, please type "no experience".

***QUESTION 7**

Please describe your experience and knowledge of cooking and freezing methods as well as the different types of commercial kitchen equipment used. Include the following:

- A. Name of employer where experience and knowledge was gained,**
- B. Your title, from/to dates,**
- C. Different examples of cooking and freezing methods, and**
- D. Your experience with different types of commercial kitchen equipment.**

If you do not have this experience, please type "no experience".

***QUESTION 8**

Please describe your experience budgeting, purchasing food, keeping cost to a minimum, and inventory control. Include the following:

- A. Name of employer where experience was gained,**
- B. Your title, from/to dates,**
- C. Different examples of how you used food efficiently to minimize cost, and**
- D. Tools and methods used to track inventory accurately.**

If you do not have this experience, please type "no experience".

* Required Question