

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: May 6, 2014

☒ Consent ☐ Regular
☐ Ordinance ☐ Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Youth Affairs

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) Approve** the splitting of one (1) full-time Cook II position: (Pay Grade 09) into two (2) part-time Cook II positions at twenty (20) hours per week at the Highridge Family Center.

Summary: The Highridge Family Center is a residential facility for sixty (60) "at-risk" youths, who are provided three (3) months of behavioral modification and family therapy. During their stay, they are provided nutritional meals and a positive and consistent dining experience. On a weekly basis, the kitchen provides over 1,400 meals to residents. The splitting of one (1) full-time Cook II position into two (2) part-time Cook II positions at twenty (20) hours per week will allow for more flexible, effective, and efficient scheduling of kitchen and dining staff at the Highridge residential facility for youths. Countywide (PGE)

Background and Policy Issues: Palm Beach County has been providing residential care for "at-risk" youth since the early 70's. At that time, a 48-bed facility called Sabal Palm was used for this purpose. In 1996, that facility was replaced by the 72-bed Highridge Family Center. This facility provides high intensity therapeutic behavioral healthcare for at-risk youths 11-16 years of age. It is a facility where these youths reside Monday through Friday, receiving therapy, education, recreation, and assistance in daily living skills. The facility has its own full service kitchen and dining room providing three meals per day along with snacks and provisions for special events. This kitchen currently has three dedicated positions: a food service manager and two cooks.

Attachments:

- 1) Cook II job description

Recommended by:

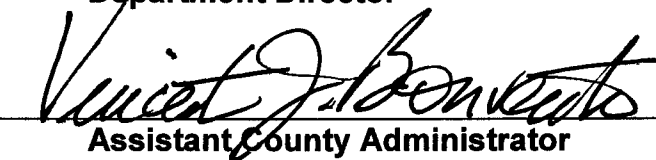


Department Director



Date

Approved by:



Assistant County Administrator



Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures					
Operating Costs	(11,600)				
External Revenues					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	(11,600)				
# ADDITIONAL FTE POSITIONS (Cumulative)	1	0	0	0	0

Is Item Included In Current Budget? Yes X No

Budget Account Exp No: Fund 0001 Department 660 Unit 8220 Object
Rev No: Fund Department Unit Object

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Fund: General Fund

Unit: Highridge Family Center

The splitting of the Cook II positions will provide a cost savings of \$11,600; however a budget adjustment in FY 2014 is not necessary since the Highridge Family Center's overall personnel services budget is projected to be on target.

Departmental Fiscal Review: Stephane Semoha

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

4/11/14
4/18/2014
OFMB 4/18/14

4/18/14
Contract Administration
4-18-14 Bob Hall

B. Legal Sufficiency:

4/21/14
Assistant County Attorney

C. Other Department Review:

Department Director

COOK II**NATURE OF WORK**

This is skilled work in the preparation and service of food in area of assignment.

An employee in a position allocated to this class is responsible for the general preparation and service of food on a large scale. Work involves preparing and cooking a wide variety of food stuffs, preparing special diets and serving meals to residents, patients, clients and staff. Employee may be required to attend seminars or courses as directed by administrative superior. Work may be performed under the general direction of a Cook III or administrative superior and is reviewed through inspection and sampling of the quality of food prepared.

EXAMPLES OF WORK

Prepares and cooks a variety of menus such as: breakfast, lunch and dinner.

Sets up, preps, breaks down and cleans up dining area.

Prepares items for special diets, special functions and evening snacks.

Cleans and arranges work tables; stores food.

May keep records regarding stock usage and commodities.

Cleans stoves, cookers, kettles, refrigerators, food grinders and mixers.

Cleans and maintains kitchen, dining and work area.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of sanitary requirements.

Knowledge of standard recipes and cooking methods.

Knowledge of health hazards in food preparation and necessary precautionary measures.

Working knowledge of materials, methods and equipment used in preparation of food on a large scale.

Some knowledge of food menus, waste management and portion control.

Ability to do large scale cooking.

Ability to work from written menus and standard recipes.

Ability to operate standard cooking equipment and utensils for large scale food preparation.

MINIMUM ENTRANCE REQUIREMENTS

Ability to read and write English; one (1) year of experience in large scale food preparation; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENT

Certification as a Professional Food Manager, in accordance with State of Florida legislation, must be obtained within six (6) months of hire.