



Trempealeau County Employment Opportunity Nutrition Site Manager / Cook (Part-Time) Dodge, WI

PURPOSE OF POSITION:

The purpose of this position is to order, organize and serve congregate meals, pack home-delivered meals, take and record food temperature, and deposit donations. The work is performed under the supervision of the ADRC/Senior Services Supervisor.

This position is part-time, four (4) to (8) hours per week Tuesday and Thursday. The work is primarily performed at the Sacred Heart Church located in Dodge, WI.

REQUIRED QUALIFICATIONS:

High school diploma or equivalent, (6) months experience in food service and/or working with the public, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must become ServSafe certified within 90 days of beginning the food-handling position. A valid motor vehicle operator's license and/or available means of transportation required. Refer to the attached job description for additional information.

COMPENSATION / BENEFITS:

The starting rate of pay for this position is: \$9.90 per hour. Trempealeau County's compensation plan considers annual wage step increases. This is a part-time position and does not qualify for benefits.

All required application materials can be found at www.trempealeaucounty.com

A completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

Open Until Filled

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: hr@co.trempealeau.wi.us

Equal Opportunity Employer / Affirmative Action

2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing. Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire (<i>may not be eligible for part-time positions</i>)	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None. <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

**Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

Trempealeau County Classification Specifications

Name:		Department:	Human Services
Title:	Nutrition Site Manager/Cook	FLSA:	Non-exempt
Date:	July 2019	Reports To:	ADRC/Senior Services Supervisor

Purpose of Classification:

The purpose of positions in this classification is to order, organize and serve congregate meals, pack home-delivered meals (if required by site), take and record food temperature, and deposits donations. The work is performed under the supervision of the ADRC/Senior Services Supervisor.

Essential Duties and Responsibilities: The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares and orders congregate meals.

Checks and records food temperature.

Serves and supervises serving of congregate and home delivered meals. Arranges place settings and makes coffee.

Collects, counts and deposits donations. Completes deposit slips.

Clears tables. Cleans dining room, kitchen equipment and dishes.

Maintains and submits monthly participation reports. Calculates meal count and matches with food providers.

Maintains food and supply inventories. Orders site supplies.

Assists in referring clients to appropriate services. Communicates with participants.

Maintains knowledge of food safety and sanitation.

Participates in Site Manager meetings/trainings.

Minimum Training and Experience Required Performing Essential Job Functions:

High school diploma or equivalent, six months experience in food service and/or working with the public, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Must become ServSafe certified within 90 days of beginning the food-handling position. A valid motor vehicle operator's license and/or available means of transportation required.

Physical and Mental Abilities Required to Perform Essential Job Functions: Language Ability and Interpersonal Communication

Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information such as regulations, correspondence and general operating manuals.

Ability to communicate effectively with elderly persons, agency personnel, food providers, vendor representatives, home meal delivery drivers and volunteers.

Mathematical Ability:

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability:

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Requirements:

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as food serving equipment, dishwasher, steam tables, coffee maker and cleaning equipment.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as cutting.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, wetness and electrical currents may cause discomfort and poses a limited risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date