

This contract is between RACINE COUNTY HUMAN SERVICES DEPARTMENT (HSD) whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403, hereinafter referred to as Purchaser, and PREMIER WORKFORCE SOLUTIONS, whose principal business address is 1652 North Main Street, Racine, Wisconsin 53402, hereinafter referred to as Provider. This contract is to be effective for the period January 1, 2016 through December 31, 2016.

The Provider employee responsible for day-to-day administration of this contract will be Dragica Djurovic, whose business address is 1652 North Main Street, Racine, Wisconsin 53402, telephone number (262)432-5913, e-mail address deed@premiersolutionsgrp.net. In the event that the administrator is unable to administer this contract, Provider will contact Purchaser and designate a new administrator.

The Purchaser employee responsible for day-to-day administration of this contract will be Mary Perman, (262) 638-6650, e-mail Mary.Perman@goracine.org, whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403. In the event that the administrator is unable to administer this contract, Purchaser will contact Provider and designate a new administrator.

This contract becomes null and void if the time between the Purchaser's authorized signature and the Provider's authorized signature exceeds sixty days.

(signed) Dragica (Dee) Djurovic  
PROVIDER'S AUTHORIZED REPRESENTATIVE 12-7-15  
DATE

(signed) Jenith Valoza  
COUNTY EXECUTIVE 12-29-15  
DATE

(signed) Henry M. Christensen  
COUNTY CLERK 12/29/15  
DATE

(signed) \_\_\_\_\_  
COUNTY BOARD CHAIRPERSON DATE

(Two Purchasers' signatures required for fully executed agreement.)

CERTIFIED TO BE CORRECT AS TO FORM

REVIEWED BY FINANCE DIRECTOR

By [Signature]  
Racine County Corporation Counsel  
12.18.15  
Date

Alexandra Tillmann  
Signature  
12/9/15  
Date

This agreement (including the Exhibits) and the Racine County Human Services *Contract Administration Manual* (revised August 2006), which is incorporated herein by references as if set forth in full, constitute the entire agreement of the parties and supersedes any prior understandings, agreements, or contracts in regard to the subject matter contained herein. This agreement may be amended in accordance with the Racine County *Contract Administration Manual*.

I. CERTIFICATION OF SERVICES

- A. Provider agrees to meet the program standards as expressed by State, Federal and County laws, rules, and regulations applicable to the services covered by this agreement. If the Provider obtains services for any part of this Agreement from another subcontractor, the Provider remains responsible for fulfillment of the terms and conditions of the contract. Provider shall give prior written notification of such subcontractor to the Purchaser for approval.
- B. Provider agrees to notify Purchaser immediately whenever it is unable to comply with the applicable State, Federal and County laws, rules and regulations. Non-compliance will result in termination of Purchaser's obligation to purchase those services.
- C. Provider agrees to comply with all applicable state certification and licensing requirements as well as state, local and municipal zoning laws and ordinances when applicable. The contract agency must provide copies of the current license certification and transmittal letter from the Department of Health and Family Services.
- D. The authorized official signing for the Provider certifies to the best of his or her knowledge and belief that the Provider defined as the primary participant in accordance with 45 CFR Part 76, and its principles:
  - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - 2. Have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
  - 3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - 4. Have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be included with the signed contract.

The Provider agrees that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, In-eligibility, and Voluntary Exclusion-Lower Tier Covered Transaction." Appendix B to 45 CFR Part 76 in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions.

- E. Provider agrees to follow the requirements of Administrative Code HFS 12, and Wisconsin Statute 48.685 and 50.065 regarding Caregiver Background Checks. Provider agrees to cooperate with Purchaser to implement Caregiver Background Checks, if Provider is licensed by, or certified by Purchaser. If Provider is licensed by, or certified by, the State of Wisconsin, and is required by ss

48.685 and 50.685 to perform Caregiver Background Checks, Provider will maintain the appropriate records showing compliance with the law and the Administrative Code HFS 12.

- F. Provider agrees to cooperate in site reviews and to take such action as prescribed by the Purchaser to correct any identified noncompliance with Federal, State and County laws, rules, and regulations.

## II. RECORDS

- A. Provider shall maintain records as required by State and Federal laws, rules and regulations.
- B. Provider shall assist the Purchaser in meeting any obligations under the Public Records Law.
- C. Provider shall maintain all employment records.

## III. FISCAL RESPONSIBILITIES

- A. Charge no more than 10% for management and general expenses as defined in proposal application. The 10% costs can be computed on program expenses only.
- B. Provider agrees to adhere to the guidelines of the DHS or DCF *Allowable Cost Policies Manual*, Office of Management and Budget Circular A122 or A102, and the fiscal requirements of the *Contract Administration Manual*, Racine County Human Services Department.
- C. In accordance with s.s.46.036 and the purchase of professional services, there is no need for a formal audit. However, in the event that any costs appear to be inconsistent with industry norms, the purchaser reserves the right to request documentation of billed expenses and conduct an Audit Review.
- D. Upon completion of the audit review by Purchaser, if Provider received funds in excess of actual allowable costs or actual unit costs, or if Purchaser has identified disallowed costs, Provider shall refund excess monies to Purchaser. If Provider fails to return funds paid in excess, Purchaser shall recover the money from subsequent payments made to Provider or Purchaser can use any other remedy provided by law.
- E. Maintain a uniform double entry accounting system and a management information system compatible with cost accounting and control systems. (See DHS or DCF *Allowable Costs Policy Manual*.)
- F. If the Provider requests an advance payment in excess of \$10,000.00, the Provider agrees to supply a surety bond per s. 46.036(3)(f) Wis. Stats. The surety bond must be an amount equal to the amount of the advance payment Provider has requested.
- G. Provider will be responsible for payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes related to the staff.

## IV. INDEMNITY AND INSURANCE

- A. To the fullest extent permitted by law, the Provider agrees to indemnify and hold harmless the Purchaser, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage (including attorney's fees), which arise out of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission or other fault of the Provider or any subcontractor of the Provider, or any officer, employee or agent of the subcontractor of the Provider, or any other person for whom Provider is responsible. The Provider shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and

demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Provider's indemnification obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of the Purchaser. Provider shall immediately notify Purchaser of any injury or death of any person or property damage on Purchaser's premises or any legal action taken against Provider as a result of any said injury or damage.

- B. Provider shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and licensed by the Wisconsin Insurance Department in an amount deemed acceptable by Purchaser. Upon the execution of this Contract and at any other time if requested by Purchaser, Provider shall furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall, within five working days, cause notice in writing thereof to be given to Provider by certified mail, addressed to its post office address.
- C. The Provider shall maintain at its own expense and provide Purchaser with Certificates of Insurance that provide the following coverage:
  - 1. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
  - 2. Maintain general liability coverage including personal injury and property damage against any claim (s), which might occur in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for each occurrence for bodily injury and property damage including product liability and completed operations and three million dollars (\$3,000,000) in the aggregate. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) for each occurrence combined single limit for automobile liability and property damage and three million dollars (\$3,000,000) in the aggregate.
- D. Racine County, and its officers and employees shall be named as additional insureds on Provider's general liability insurance policy for actions and/or omissions performed pursuant to this contract. All coverage enumerated above must be placed with an insurance carrier with an AM Best Rating of A-VIII or greater. Purchaser shall receive a 30-day notice of cancellation of any policy. A copy of Certificate of Insurance and the referenced policies shall be mailed to Purchaser within 60 days of the beginning of this contract.

V. PAYMENT FOR SERVICES

- A. Provider shall submit all bills (reflecting net payment due) and the Contract Information for Agencies cover sheet bi-weekly. ACH transfers will occur within four (4) business days in accordance with other Premier Solution contracts with Racine County.
- B. All 2016 Provider billings must be received by the Purchaser on or before January 20, 2017, or in the case of termination of contract during the contract period, 20 days after effective date of termination.
- C. Purchaser shall not be held financially liable for any payment for service received from Provider if the billing for such service is received 90 days or more from the date of the service provided to the respective client.
- D. Method of payment shall be the following:

Reimbursement of Actual Expenses

Provider shall bill Purchaser bi-weekly on the appropriate line of the Purchaser's Contract Information for Agencies Form (CIA). Provider shall be reimbursed for actual program expenses reported on the CIA Form. Provider shall maintain financial statements or other documentation of total program expenses submitted for payment. Actual expenses cannot exceed the total amount specified in the contract without renegotiation.

VI. CIVIL RIGHTS COMPLIANCE PLAN

- A. The Provider agrees to submit to the Purchaser a Civil Rights Compliance Letter of Assurance (CRC LOA). A current copy of the Subrecipient Civil Rights Compliance Action plan for Meeting Equal Opportunity Requirements under Title VI and VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Omnibus Budget Reconciliation Act of 1981, the Americans with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act is also required if Provider employs 50 or more employees and receives \$50,000 or more in funding. The Provider shall attach its CRC LOA and individual CRC Action Plan as part of this contract. Affirmative Action plans are required from vendors which receive \$50,000 or more in state money and have 50 or more employees as of the award date of the contract.
- B. In accordance with the terms of the contract, Provider agrees to comply with the Affirmative Action/Civil Rights Compliance incorporated in Section Three (III) of the Racine County Human Services Department *Contract Administration Manual*.
- C. The Purchaser will take constructive steps to ensure compliance of the Provider with the provisions of the subsection. The Provider agrees to comply with Civil Rights monitoring reviews performed by the Purchaser, including the examination of records and relevant files maintained by the Provider. The Provider further agrees to cooperate with the Purchaser in developing, implementing, and monitoring corrective action plans that result from any reviews.

VII. GENERAL CONDITIONS

- A. This Contract is contingent upon authorization of Wisconsin and United States Law and any material amendment or repeal of the same affecting relevant funding or authority of the Department shall serve to terminate this Agreement, except as further agreed to by the parties hereto.
- B. It is agreed that the parties' obligations hereunder are conditional upon securing the approval of the necessary State authorities of this purchase Contract. It is further agreed that, in the event the State reimbursement which is contemplated under this Contract is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the contracted obligations of each party shall be terminated, without prejudice to any obligations or liabilities of either party.
- C. The provider shall complete criminal background checks on required staff prior to starting work for the County. The provider shall confirm in writing to the County's requesting Division Manager that they have successfully conducted the background checks prior to the commencement of work and that the provider will not use any staff for which background checks have revealed factors that make them unsuitable for the activity to be undertaken for the County. This includes replacement staff. All records received as a result of the background checks are to be retained by the Provider for the duration of the staff's assignment at the County.

The County reserves the right to request the results of the background checks and/or to do additional background checks on their own.

The County reserves the right to require immediate removal of any Provider employee from County service it deems unfit for service for ANY reason not contrary to law. This right is non-negotiable and the Provider agrees to this condition by accepting this Contract.

- D. All contracted employees must successfully complete drug screening, driver's license checks and reference checks. Driver's license checks will be performed once a year for applicable staff.
- E. Provider is responsible for recruitment of all staff. Racine County may request applications, resumes and interviews. The County reserves the right to reject any contract staff if, at the County's discretion, the person's skill level does not meet the job qualifications.
- F. All contracted staff shall be required to follow Racine County Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- G. Provider agrees to use reasonable efforts to ensure the continuity of staff assigned to perform services under this contract. In the case of provider employee absence due to planned vacation, training or other reasons, Provider will make every effort to provide support if requested by County.
- H. All staff shall be employed by the Provider. The Provider shall be responsible for the payment of all wages, all payroll taxes, worker's compensation, social security, federal and state unemployment insurance, and any and all other federal and state taxes relating to the staff furnished under this agreement. The Provider shall also comply with all other laws related to employees, such as wage and hour laws, safety and health requirements, and any and all other employer requirements.
- I. The County will **not** be considered a joint employer of the Provider's employees under this contract. Furthermore, the County will not be liable, either jointly or severally, for violations of the Fair Labor Standards Act (FLSA). Specifically, the Provider shall:
  - 1. Determine the FLSA Status (exempt or non-exempt) status of their employees.
  - 2. Keep track of the total hours its employees actually work, for all employees, in each work week.
  - 3. Compute and pay its employee's worker's wages, including overtime benefits.
  - 4. Maintain FLSA required records for its workers.
  - 5. Serve as the employer for the purposes of family medical leave and all other applicable employment laws.
- J. Travel with personal vehicles may be required for some positions. Provider shall reimburse contracted staff for mileage in personal vehicles at the prevailing federal reimbursement rate that is in affect during the time of travel. The staff is responsible for any and all parking costs.
- K. Provider shall be responsible for all performance evaluations and discipline.
- L. Purchaser may investigate any complaint received concerning the operation and services purchased including review of clinical service records and administrative records subject to restrictions by law. This may include contacting clients both past and current as required.
- M. Purchaser shall be notified in writing of all complaints filed in writing against the Provider. Purchaser shall inform the Provider in writing with the understanding of the resolution of the complaint.
- N. Nothing contained in this Agreement shall be construed to supersede the lawful power or duties of either party.
- O. Either party may terminate this agreement by giving written notice of intent to terminate at least thirty (30) days prior to the date of termination. ✓

- P. Renegotiation or termination of this contract shall be determined by procedures outlined in the Racine County *Contract Administration Manual* and Chapter 68, Wis. Stats.

VIII. RESOLUTION OF DISPUTES

The Provider may appeal decisions of the Purchaser in accordance with Racine County Human Services Department *Contract Administration Manual* and Chapter 68, Statutes.

IX. HEALTH INSURANCE AND ACCOUNTABILITY ACT OF 1996 "HIPAA" APPLICABILITY

- A. The Provider agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to the extent those regulations apply to the services the Provider provides or purchases with funds provided under this contract.
- B. If during the contract term (Purchaser) determines that a business associate relationship exists between the parties as defined by HIPAA the (Purchaser) and (Provider) mutually agree to modify the Agreement to incorporate the terms of a Business Associate Agreement, as defined by HIPAA, to comply with the requirements HIPAA and of HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Privacy Rule"), dealing with the confidentiality of health or health-related information, and Title 45, Part 142 of the Code of Federal Regulations ("Security Rule"), dealing with the standards for the security of individual health information that is electronically maintained or transmitted, and Title 45, Part 162 of the Code of Federal Regulations ("Transaction Rule") dealing with standards for electronic transactions.

**XII. COST AND SERVICES TO BE PROVIDED**

A. Provider and Purchaser understand and agree that the eligibility of individuals to receive the services purchased under this agreement will be determined by the Purchaser.

B. Purchaser agrees to pay Provider for the actual services which are described in Exhibit A and which are rendered by Provider and authorized by Purchaser at the contracted amount.

C. The total amount to be paid to Provider by Purchaser for programs and services as specified in this section will not exceed the total contracted dollar amount.

Account #	Program	Total	Units	Unit Rate	Method of Payment
1561999	Detention Center Staff	\$ 587,273	N/A	Hourly	Actual
Total Program:		\$ 587,273			
<del>1561999</del> 1521401	Senior Nutrition Program Staff	\$ 115,549	N/A	Hourly	Actual
Total Program:		\$ 115,549			

Approved by HSD Fiscal Mgr. 



PROGRAM DESCRIPTION

**Juvenile Detention Staff**

Racine County will contract with Provider to provide contract staff and payrolling services for ten (10) full-time and four (4) part-time (20 hours per week) Juvenile Detention Workers positions. These individuals will be hired to work first shift, 7:00 a.m. to 3:00 p.m., second shift, 3:00 p.m. to 11:00 p.m., or third shift, 11:00 p.m. to 7:00 a.m. Depending on staffing, call off's and vacation time staff may be asked to stay over for another shift or to cover a needed shift. The basic function of the position will be to supervise juveniles incarcerated in the Juvenile Detention Center; maintain a secure and safe environment; ensure policies, procedures and programs are implemented and enforced; and perform related work as required for the Human Services Department's Detention Center.

Essential Duties

1. Supervise and care for juveniles within established policies and procedures.
2. Maintain a secure and safe environment.
3. Provide basic needs of youth, such as food, clothing, personal supplies, bedding, medical needs and other supplies.
4. Perform general housekeeping and cleaning duties, operate laundry equipment and other related duties as required.
5. Maintain accurate records, including written daily behavioral reports, room checks, disciplinary reports, medication logs, incident reports.
6. Maintain discipline and enforce policies and procedures pertaining to the Center; may physically restrain juveniles when appropriate to quell disturbances to maintain a safe environment.
7. Conduct room and personal searches for cleanliness, contraband and damages.
8. Provide juveniles with positive role models, i.e., personal values, dress, behavior.
9. Provide and maintain a positive environment for the public and other staff.
10. Provide services to juveniles involved in alternate detention programs.
11. Administer first aid as needed.
12. Perform other related duties as needed.
13. Monitor and operate electronic and manual equipment.
14. Attend staff meetings and re-certification training.

Supervision Received

Workers receive supervision from Detention Center Shift Supervisors.

**Qualifications**

- High school diploma or GED equivalency
- Minimum of 21 years of age
- No convictions of a felony, misdemeanor or other offense of which the circumstances substantially relate to the circumstances of the particular job or licensed activity
- Have and maintain valid driver's license
- Previous experience in youth programming
- Residential telephone number available to Detention Supervisors
- Pass certification in the use of a self contained breathing apparatus
- Successfully complete the Wisconsin Law Enforcement Standards Board "Secure Detention Officer" training (120 hours) during the probationary period (or if not offered during probationary period, the first time the training is available) and annual re-certification, which includes rescuing juveniles in case of fire or disaster, including pulling deadweight (using two-person carrying method, with 35-55 lb. breathing apparatus on back, carrying 120 lb. dummy)
- Prompt and regular attendance

**Knowledge, Skills & Abilities**

- Some knowledge of adolescent behavior, interpersonal relations and social interaction
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with the public and staff personnel

- Ability to serve as a positive role model for juveniles and provide effective directions and supervision and to take immediate appropriate action
- Ability to detect and recognize potentially hazardous situations

Physical Requirements

- Continuous (67% - 100% of work day) feeling, talking, hearing, far, near, color, peripheral vision and light intensity of fingering
- Frequent (34% - 66% of work day) standing, walking, sitting, bending/twisting, reaching, lifting objects weighing 1-20 pounds, carrying objects weighing 1-10 pounds, light intensity of handling and medium intensity of fingering
- Occasional (1% - 33% of work day) stooping, kneeling, crouching, climbing using legs and feet, lifting objects weighing 21-80 pounds, carrying objects weighing 11-20 pounds, pushing/pulling objects weighing 1-20 pounds or 11-40 pounds on wheels

Working Conditions

- Continuous (100% of work day) inside work
- No facial hair allowed – mustaches okay if to department and state standards
- Required to wear a designated uniform (uniform policy)
- Most times employee is required to carry a portable radio
- Possible exposure to bloodborne pathogens

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kind of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.

PROGRAM DESCRIPTION

**Senior Nutrition Program Kitchen Staff**

Racine County will contract with Provider to provide contract staff and payrolling services for the following:

**DIETARY OPERATIONS LEADER/KITCHEN SUPERVISOR**

**Reports To:** Nutrition Director

**Summary**

The Dietary Operations Leader manages/performs all aspects of food service operations by performing the following functions in accordance with established procedures as outlined below.

**Essential Functions** are as follows. Other duties may be assigned.

1. **Ensures all hot and cold foods are properly prepared and packaged for delivery at proper temperatures**
  - a. Prepares foods in quantities and temperatures per standardized recipes as assigned
  - b. Prepares meals for Home Delivered Meals Program (HDM) per diet ordered by physician.
  - c. Tastes flavor for proper seasoning
  - d. Prepares food in timely manner for delivery
  - e. Uses proper portion control and freezes left-over portions for future use.
  
2. **Manages/performs all aspects of food services operations**
  - a. Supervises/maintains kitchen operations including timely completion and orderly operation through appropriate delegation of tasks to kitchen staff, general cleaning and compliance with sanitary regulations
  - b. Orders food items menu
  - c. Reports any malfunctioning equipment to the Building Manager and/or Purchasing Department
  - d. Maintains proper food storage, organization of refrigeration, freezer, walk-in cooler and storeroom
  - e. Communicates menu changes, other changes and/or dietary issues/concerns to food service staff and/or program leader
  - f. Maintains working knowledge of food service regulations
  - g. Participates in Site Manager and Advisory Council Meetings
  
3. **Supervises food service staff**
  - a. Interviews for, hires and orients new team members
  - b. Provides team members with required training and development opportunities
  - c. Plans, schedules and assigns work. Attempts to obtain replacement staff to cover call-ins
  - d. Conducts team member performance planning sessions, progress/feedback sessions and annual performance appraisal meetings
  - e. Facilitates resolution of problems, questions, concerns or complaints
  - f. Recognizes, rewards, disciplines and discharges team members as appropriate
  
4. **Health & Safety** – Assists in maintaining a safe and healthy environment
  - a. Works safely, practicing preventative measures at all times
  - b. Monitors staff for safety and health responsibility
  - c. Practices infection control and standard precautions
  - d. Monitors compliance with standard precautions
  - e. Takes action to eliminate potential hazards as necessary
  - f. Wears personal protective equipment as appropriate and in compliance with policies

- g. Maintains knowledge of applicable material safety data sheets for all chemicals used and follows corresponding instructions and precautions
- h. Maintains clean, orderly work areas
- i. Reports any incidents or injuries to Nutrition Director

**5. Policies & Procedures** – Works within/adheres to policies and procedures

- a. Adheres to the attendance policy
- b. Adheres to Department specific and general work rules, policies and procedures
- c. Attends in-services and participates in required meetings and training
- d. Maintains any registration, certification or license required for this position
- e. Accepts flexible scheduling and Campus Concept staff rotation as needed
- f. Accepts responsibility to provide direction and supervision regardless of day or time
- g. Assists in orientation and training of employees as assigned

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- 1. High School diploma or equivalent and related experience in food service operations required.
- 2. Supervisory experience and experience working with special diets preferred.
- 3. Food Service or Sanitation Certificate preferred
- 4. Personal computer skills including use of electronic mail software
- 5. Attention to detail and excellent communication, interpersonal and organizational skills

**CHIEF COOK**

**Reports To:** Nutrition Director

**Summary**

The Chief Cook manages/performs all aspects of facility food service operations by performing the following functions in accordance with established policies and procedures as outlined below.

**Essential Functions** are as follows. Other duties may be assigned.

- 1. **Ensures all hot and cold foods are properly prepared and served or packaged at proper temperatures.**
  - a. Prepares foods in quantities and temperatures per standardized recipes as assigned
  - b. Prepares and serves or packages meals
  - c. Tastes flavor for proper seasoning
  - d. Prepares food in a timely manner for serving or delivery
  - e. Uses proper portion control and freezes left-over portions for future use, including frozen meal packaging for Home Delivered Meal participants.
- 2. **Performs/Assists in supervising facility food services operations**
  - a. Supervises/maintains kitchen operations and staff in the absence of the Dietary Operations Leader or manager
  - b. Reports any malfunctioning equipment to the Building Manager and/or Purchasing Department
  - c. Maintains proper food storage, organization of refrigeration, freezer, walk-in cooler and store room
  - d. Assists with preparation and service for special functions
  - e. Maintains working knowledge of food service regulations
- 3. **Health & Safety** – Assists in maintaining a safe and healthy environment

- a. Works safely, practicing preventative measures at all times
  - b. Practices infection control and standard precautions
  - c. Takes action to eliminate potential hazards as necessary
  - d. Wears personal protective equipment as appropriate and in compliance with policies
  - e. Maintains knowledge of applicable material safety data sheets for all chemicals used and follows corresponding instructions and precautions
  - f. Maintains clean, orderly work areas
  - g. Reports any incidents or injuries to a licensed nurse or manager
4. **Policies & Procedures** – Works within/adheres to policies and procedures
- a. Adheres to the attendance policy
  - b. Adheres to Department specific and general work rules, policies and procedures
  - c. Attends in-services and participates in required meetings and training
  - d. Maintains any registration, certification or license required for this position
  - e. Accepts flexible scheduling and Campus Concept staff rotation as needed. Works overtime, weekends and holidays as scheduled
  - f. Assists in orientation and training of employees as assigned

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- 1. High School diploma or equivalent.
- 2. Related experience in food service operations and special diets preferred
- 3. Food Service or Sanitation Certificate preferred
- 4. Attention to detail, communication, interpersonal and organizational skills important

#### **CHIEF COOK'S ASSISTANT**

**Reports To:** Nutrition Director

#### **Summary**

The Chief Cook's Assistant manages/performs all aspects of facility food service operations by performing the following functions in accordance with established policies and procedures as outlined below.

**Essential Functions** are as follows. Other duties may be assigned.

- 1. **Assists in preparation of all hot and cold foods and assures that they are properly prepared and served or packaged and held at proper temperatures per State/Federal guidelines.**
  - a. Prepares foods in quantities per standardized recipes as assigned
  - b. Prepares and serves or packages meals
  - c. Tastes flavor for seasoning
  - d. Prepares food in a timely manner for serving
  - e. Uses proper portion control and freezes leftover portions for future use, including frozen meal packaging for Home Delivered meal participants
- 2. **Assists in facility food services operations such as special function preparation, communication, delegation, and maintenance of equipment as assigned.**
  - a. Reports any malfunctioning equipment to the Building Manager and/or Purchasing Department
  - b. Maintains proper food storage, organization of refrigeration, freezer, walk-in cooler and storeroom
  - c. Assists with preparation and service for special functions
  - d. Drives Meals on Wheels van routes when needed

3. **Health & Safety** – Assists in maintaining a safe and healthy environment
  - a. Works safely, practicing preventative measures at all times
  - b. Practices infection control and standard precautions
  - c. Takes action to eliminate potential hazards as necessary
  - d. Wears personal protective equipment as appropriate and in compliance with policies
  - e. Maintains knowledge of applicable material safety data sheets for all chemicals used and follows corresponding instructions and precautions
  - f. Maintains clean, orderly work areas
  - g. Reports any incidents or injuries to leader
  
4. **Policies & Procedures** – Works within/adheres to policies and procedures
  - a. Adheres to the attendance policy
  - b. Adheres to Department specific and general work rules, policies and procedures
  - c. Attends training and participates in required meetings and trainings
  - d. Maintains any registration, certification or license required for this position
  - e. Accepts flexible scheduling and Campus Concept staff rotation as needed. Works weekends and holidays as scheduled
  - f. Assists in orientation and training of team members as assigned

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent.
2. Related experience in food service operations and special diets preferred
3. Must be able to read and write English
4. Attention to detail, communication, interpersonal and organizational skills important
5. Valid State of Wisconsin driver's license and insurance

PROGRAM EVALUATION

**Juvenile Detention Staff**

1. All detention worker positions will be filled 100% of the time with experienced, motivated and dependable staff.
2. All detention worker positions will complete required training to be able to handle all juvenile situations in the Detention Center.
3. All detention worker positions will have prompt and regular attendance.
4. All detention worker positions will follow all policies and procedures of the detention center.

An Annual Evaluation Outcome Report must be provided to the HSD Contract Monitor by 2/1/17.