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Date: February 11, 2020
To: Personnel and Finance Committee
From: Greg Brockmeyer, Director of Administration
Subject: Approval to fill vacant Food Service Helper/Driver – Position #1794

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #1794, Food Service Helper/Driver, has been vacant for longer than six months.

1) What is the nature of the work or what is the essential function?

This position assists in a variety of tasks necessary for the daily preparation, delivery, and serving of food to individuals in the Dane County Jail, Badger Prairie Health Care Center, Juvenile Detention Center, and numerous Senior Centers throughout Dane County. This position also performs a number of tasks related to operation of a large scale food preparation facility, including, but not limited to cleaning of trays, dishes, pots and pans; running an industrial dishwasher; and keeping the kitchen and food storage areas clean.

2) How has the function been fulfilled without this position?

The 2020 Budget provides Consolidated Food Service with 15.6 FTE Food Service Helper/Drivers and 3.0 FTE Lead Workers. Without filling this position, work has been distributed to other Food Service/Helper Drivers and Lead Workers. This has resulted in an increased use of overtime because the County must prepare, deliver and serve food to these facilities each and every day.

3) What will be the impact on the Department's function and mission if the position remains vacant?

Consolidated Foods Service typically recruits for Helper/Drivers when it has a number of vacant positions. During the last recruitment, Consolidated Foods was unable to fill this position.

Consolidated Foods needs to staff all of its Food Service Helper/Driver positions in order to function efficiently and effectively. The alternative is that the Division extensively uses overtime or LTEs, significantly increasing the possibility of overworking and burning out employees.