



**COUNTY OF DANE**  
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TRAVIS MYREN  
Director of Administration

**TO:** Chair and Members of the Personnel & Finance Committee

**FROM:** Travis Myren  
Director of Administration

**DATE:** March 27, 2015

**SUBJECT:** Approval to Recruit for Food Service Supervisor

County Ordinance 29.52(15) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant for longer than six months. I am requesting approval to fill the Food Service Supervisor position (#1411) in the Consolidated Food Services Division.

**What is the nature of the work or what is the essential function of the position?**

This position is responsible for the daily supervision of the employees working in Consolidated Food Services, as well as menu planning and quality control. This position is also responsible for the majority of the training provided for new and tenured employees.

**How has this function been filled during the vacancy?**

Previously, the duties were performed by the Facilities and Food Services Manager. The Facilities and Food Services Manager has recently been assigned to assume the duties of one of the Assistant Facilities Manager for Human Services following the incumbent's retirement. That vacant position was recently reclassified down to a Food Service Supervisor position to backfill the food service work previously done by the Facilities and Food Services Manager.

**What will be the impact on the departments function and mission if the position remains vacant?**

Consolidated Food Services will see a diminished level of efficiency in its work production due to the decrease in the amount of leadership, supervision, and guidance the Facilities and Food Services Manager can devote to the division.