

1 **2020 RES-266**

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3 RECLASSIFYING A VACANT ACCOUNT CLERK II TO A FOOD SERVICES SUPERVISOR

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5 The Consolidated Food Service Division has a vacant Account Clerk II position that it would like to  
6 reclassify to a Food Services Supervisor.

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8 Several years ago, the Division had two Food Services Supervisors – one for the morning shift and one for  
9 the afternoon shift. The Division has been operating with only one supervisor for several years and the  
10 duties and responsibilities of the second supervisor have been absorbed by the Division Director.  
11 Consolidated Food Service makes and delivers meals to individuals in the Dane County Jail, Badger Prairie  
12 Health Care Center, Juvenile Detention Center, and numerous Senior Centers throughout Dane County. To  
13 better manage the operation, the Division is requesting to reclassify the vacant Account Clerk II into a Food  
14 Service Supervisor.

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16 Position #1045 – Account Clerk II 1.0 FTE would be reclassified as a 1.0 FTE Food Services Supervisor.

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18 This request requires County Board approval.

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20 NOW, THEREFORE, BE IT RESOLVED that the position reclassified as described above; position #1045 is  
21 reclassified from a 1.0 FTE Account Clerk II to a 1.0 FTE Food Services Supervisor.  
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