



DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT



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Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

September 8, 2010

2010 SEP -9 AM 9:15
WMM
Office of the S
Judith T. Won Pat
Date 9/8/2010
Time 5:00 PM
Received by JTC

Honorable, Judith T. Won Pat, Ed. D.
Thirtieth Guam Legislature
253 West O'Brien Dr.
Hagatna, Guahan 96910

36-10-0771

Attention: Vicky Quenga

Re: Department of Education (DOE) Cafeteria Staffing

Hafa Adai Speaker Won Pat!


Attached are documents related to the DOE-run cafeterias as we discussed in our roundtable discussion on September 1, 2010. Because of the restrictions placed by PL27-32, as employees leave the department, we are unable to promote existing employees. This has left three of the six cafeterias without a cook. I have also attached a copy of the position descriptions of the Cafeteria Manager, Cook, Cook's Assistance and Baker. I am requesting that we be allow to open three positions of Cook 1 in house so that we can have cooks at each school.

School	Enrollment (9/30/09)	Staff		Ratio Staff / Students
JQ San Miguel		1	Cafeteria Manager	
		1	Cook 1	
		5	Cook's Assistants	
		7	TOTAL	
Ordot Chalan Pago	486	1	Cafeteria Manager	
		1	Baker	
		12	Cook's Assistant	
HB Price Elementary	634		Satellite of Ordot	
		1,120	14	
Wettingel	813	1	Cafeteria Manager	
		9	Cook's Assistant	
		10	TOTAL	
DL Perez		1	Cafeteria Manager	

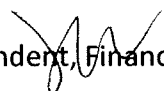
School	Enrollment (9/30/09)	Staff		Ratio Staff / Students
		7	Cook's Assistant	
	741	8	TOTAL	93:1
Astumbo Elementary		1	Cafeteria Manager	
		1	Cook 1	
		9	Cook's Assistant	
	408	11	TOTAL	
Okkudo High School		1	Cafeteria Manager	
		1	Cook 1	
	1,399	11	Cook's Assistance	
Liguan Elementary	271		Satellite of Okkudo	
	1,670	13	TOTAL	129:1
GRAND TOTAL	5281	63		84:1

If you need any additional information, please contact Deputy Superintendent Taling M. Taitano directly at 300-1556 or tmtaitano@gdoe.net. Information related to the maintenance division will be submitted under a separate cover.

Senseramente,


NERISSA BRETANIA UNDERWOOD, Ph.D.
 Superintendent of Education

Attachment

cc: Deputy Superintendent, Finance & Administrative Support 

Pay Grade: C

9.130

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19,145 - 20,627

BAKER

NATURE OF WORK IN THIS CLASS:

Performs skilled baking work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Mixes, prepares, and bakes loaves, rolls, muffins, biscuits, pudding, cakes, cookies, pies, cobblers, and other similar items.

Inventories, cleans, and stores baking supplies, utensils and related equipment.

Leads the workers assigned to help in baking work.

Maintains work records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the techniques, tools, materials, and equipment of the baking trade.

Knowledge of food sanitation procedures.

Ability to operate, adjust, and make minor repairs on bakery equipment such as ovens, mixers, molders, and bread slicers.

Ability to prepare special diets from recipes and daily work charts.

Ability to work long hours while standing in rooms of high temperatures.

Ability to apply safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain work records.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in large scale baking work; or

888-2084

COOK I

NATURE OF WORK IN THIS CLASS:

Leads and participates in a variety of cooking functions of a cafeteria.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Leads and cooks regular and special diet foods according to prescribed menus and recipes.

Prepares meat dishes, soups, sauces, vegetables, eggs and a variety of other food for lunch, breakfast and special diets.

Ensures that nutritional, sanitation, and safety standards are followed and maintained.

Leads in the portioning of foods; ensures that food taste palatable by tasting food prior to serving.

Assists in planning menus and making food substitution.

Ensures that the dining areas are maintained; leads in the setting up of cafeteria.

Serves food in the cafeteria line or dining room.

Cleans and sanitizes kitchen utensils and equipment.

Applies and enforces safe sanitary work practices on the job.

Maintains work records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the preparation, cooking, and serving procedures of the food service trade.

Knowledge of food sanitation procedures.

Ability to lead the work of others.

COOK'S ASSISTANT

NATURE OF WORK IN THIS CLASS:

Assists in the preparation and cooking of food.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists in preparing and cooking regular and special diets according to prescribed menus, recipes, and cooking instructions.

Assists in preparing meat dishes, soups, sauces, vegetables, eggs, and a variety of other foods.

Prepares, cooks, and weighs foods for special diet from specific written orders, manuals, and recipes.

Assists food service workers in cleaning work areas and handling food, equipment and supplies.

Applies safe and sanitary work practices on the job.

Maintains work records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of foods and their preparation and cooking.

Knowledge of food sanitation procedures.

Ability to work long hours while standing in rooms at high temperatures.

Ability to apply safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain work records.

COOK II

NATURE OF WORK IN THIS CLASS:

Supervises and participates in a variety of cooking activities of a small cafeteria or similar institution.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in preparing, cooking, and serving meals for both regular and special diets.

Ensures that nutritional, sanitation, and safety standards are followed and maintained.

Directs the storing of supplies, equipment and kitchen utensils and ensures they are maintained and available for work; orders supplies, tools, and equipment as needed.

Consults with a supervisor in the formulation and revision of menus; estimates the amount of food needed for each meal in accordance with prescribed menus, recipes and the number of persons to be served.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the preparation, cooking and serving procedures of the food service trade.

Knowledge of the problem, techniques, and equipment involved in the preparation of meals in a small cafeteria or similar institution.

Knowledge of food sanitation procedures.

Ability to supervise the work of others.

CAFETERIA MANAGER

NATURE OF WORK IN THIS CLASS:

Supervises the overall operation of a large cafeteria or similar institution.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in preparing, cooking and serving meals for both regular and special diets.

Ensures that nutritional, sanitation, and safety standards are followed and maintained.

Directs the storage of supplies, equipment, and kitchen utensils and ensures they are maintained and available for work; orders supplies, tools and equipment as needed.

Formulates menus; estimates the cost and the amount of food needed for each meal in accordance with prescribed menus and recipes and the number of persons to be served.

Assists in food preparation including serving line work during peak periods.

Assists in maintaining student discipline on the serving line and in the dining room.

Assists principals and teachers in the instruction phases of the lunchroom program.

Ability to apply and enforce safe and sanitary work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of food service management, including food values and cost.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to enforce improvements.

Ability to prepare wholesome and palatable meals with a minimum waste.

Ability to plan menus and estimate food requirements in accordance with prescribed menus and recipes and the number of persons to be served.

Ability to work long hours while standing in rooms of high temperatures.

Ability to apply and enforce safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the cooking trade.

MINIMUM EXPERIENCE AND TRAINING:

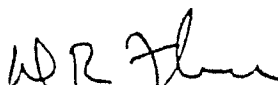
(a) Four years of experience as a cook in a large cafeteria or similar institution and one year of supervisory experience; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid health certificate from the Department of Public Health and Social Services.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission