



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Residential Service Worker

An Equal Opportunity Employer

SALARY

\$16.94 - \$20.59 Hourly \$1,359.84 - \$1,652.84 Biweekly \$2,946.32 - \$3,581.15 Monthly
\$35,355.81 - \$42,973.80 Annually

OPENING DATE: 06/20/18

CLOSING DATE: 07/11/18

THE POSITION



**Now Hiring - Valley of the Moon Residential Service Workers
Regular and Extra Help positions are available**

Starting salary up to \$20.59*/Hr.

The Benefits of County Employment

In addition to the training, variety, camaraderie, and generous starting pay, you can look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- Competitive vacation accruals, 11 holidays per year, and accommodating sick leave accruals

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice.

This recruitment is being conducted to fill multiple regular help and intermittent extra-help Residential Service Worker positions at the Human Services Department's Valley of the Moon Children's Home. Residential Service Workers' provide a variety of services that include:

Laundry

- Laundering dirty linens, contaminated clothing, and personal items for children in residence
- Keeping closets stocked with towels, sheets, blankets, and pillow cases

Housekeeping (bedrooms, bathrooms, meeting rooms, and kitchen)

- Emptying wastebaskets, sweeping and mopping floors, and washing windows and showcases

- Making beds and changing linens for small children and babies
- Cleaning restrooms and replenishing supplies
- Dusting, polishing, and preparing rooms for meetings
- Maintaining inventory of children's clothing, toys, toiletries, and sports equipment
- Supporting special events for children and foster families including holidays, training, and recognition events

Food Preparation

- Preparing, cooking, handling, and serving food
- Washing dishes, pots, and pans
- Maintaining sanitation standards

These positions require the ability to lift, push, and pull heavy equipment and supplies. Also, Residential Service Workers may be required to work for long periods of time while standing, and under conditions of high temperature.

About Extra Help Employment

Extra-help employees relieve or augment permanent staff. Intermittent extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most regular employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Intermittent, extra-help employees are limited in their employment to a maximum of 1,380 hours within any twelve month consecutive period.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: The ability to read and write English commensurate with the knowledge and abilities.

Experience: Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities; normally, a course in institutional food preparation combined with six month's experience in Janitorial work would provide this opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: the methods and procedures involved in the large scale preparation of foods; the use, care and cleaning of a variety of kitchen equipment commonly used in the preparation and cooking of large quantities of food; a variety of common recipes; health and safety hazards in food preparation and service and necessary safety precautionary measures; janitorial methods and equipment.

Knowledge of: safety practices as applied to janitorial work.

Ability to: follow oral and written instructions and to work with others; learn the routine clerical procedures involved in the maintenance of stock inventories; prepare and cook food in large quantities; operate tools and equipment used in janitorial work.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.

- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where

equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: JL
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/06-5370-O
RESIDENTIAL SERVICE WORKER
JL

Residential Service Worker Supplemental Questionnaire

- * 1. Please indicate below if you are interested in being considered for an Extra Help opportunity. **NOTE:** Extra Help employees are not eligible for certain benefits available to permanent employees. More information regarding Extra Help benefits may be found online, at: <http://sonomacounty.ca.gov/HR/Benefits/Benefit-Directory-for-Extra-Help/>
☐ Yes ☐ No
- * 2. Are you willing to work any shift assignment, including evenings, nights, weekends, and holidays?
☐ Yes ☐ No
- * 3. From the list below, please select the types of facilities in which you have provided housekeeping or janitorial services. Check all and apply, and include information about each of these jobs in your application materials.
 - ☐ Medical Care Facility (Nursing Home, Hospital, Doctor's Office, etc.)
 - ☐ Residential Care Facility or Group Home
 - ☐ Professional House Cleaning Service
 - ☐ Hotel/Motel/Hospitality
 - ☐ College/University
 - ☐ Schools (K-12)
 - ☐ Business Offices
 - ☐ Other
- * 4. Please describe your housekeeping or janitorial work experience.
- * 5. Please describe your work experience providing laundry services. Detail the amount of laundry you handle on a weekly basis and the types of environments you worked in.
- * 6. Please describe your work experience with food preparation and/or serving. Detail your duties and the sanitation practices you performed.
- * Required Question