

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

RANCH HELPER

DEFINITION:

Works under general supervision assists in the operations of food service and maintenance of buildings, equipment, and grounds; and performs varied other duties, as assigned, related to the Marin County Office of Education Walker Creek Ranch Outdoor Education facility.

DISTINGUISHING CHARACTERISTICS:

This classification performs highly-structured, routine assignments in the food service and maintenance operation of ranch buildings, equipment, and grounds under close supervision. This classification is distinguished from other classes serving the MCOE by the nature of the work being specific to the Ranch.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Assists in the cleaning and routine maintenance of cabins, conference lodging, meeting rooms, kitchens, offices, dining rooms, and other indoor facilities;
- Assists in groundskeeping duties including weeding, aerating, mowing, sweeping, pruning;
- Moving and transporting furniture, equipment and bedding;
- Sets up for meal services in dining room;
- Assists Cook in the preparation, display, serving, and storage of food;
- Assists guests in the dining room;
- Assists in the cleaning of preparation stations, kitchens, cool boxes, refrigerators, equipment, tables, utensils, and washes dishes;
- Mops, waxes and vacuums floors;
- Cleans guest rooms, and linens to comply with Ranch standards;
- Maintain simple records and timesheets, recording data to meet Ranch standards;
- And does other work as necessary requiring essentially the same efforts, skills, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination of education, training and experience which demonstrates possession of the knowledge and abilities stated above and the duties of the position is the minimum employment standard for the class. A typical qualifying background is general experience in handling the basic tools of kitchen, house cleaning and simple gardening. Must possess and maintain a valid California driver's license.

KNOWLEDGE OF:

- Basic and routine cleaning methods;
- Basic and routine groundskeeping work;
- Basic and routine food service work;

- Sanitation practices and safety principles while working in a variety of settings;
- Principles of cooperation with other workers.
- Proper lifting techniques.

ABILITY TO:

- Operate basic kitchen, cleaning, and /or gardening tools and equipment;
- Understand and carry out written and verbal directions;
- Apply instruction provided to perform duties related to employment;
- Work efficiently to meet the needs of guests when work flow is interrupted by changing priorities;
- Demonstrate positive customer service practices when interacting with students and adults;
- Operate a vehicle in hilly terrain;
- Be flexible and receptive to change.
- Maintain and improve professional skills and knowledge.

SKILLS IN:

Language Skills:

- Ability to read and write at a level sufficient for the performance of assigned duties;
- Communicate effectively with Marin County Office of Education personnel, students, guests, and the general public demonstrating tact, diplomacy and sensitivity to individual concerns.

Mathematical Skills:

- Computational and measurement skills involving addition, subtraction, multiplication and division using whole numbers.

Reasoning ability:

- To apply common sense understanding to carry out simple instructions;
- To deal with standardized situations with only occasional variables.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Regularly required to smell and taste;
- Continuously required to stand or walk;
- Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, balance or sit.
- Uses hands to finger, handle, grip, or feel;
- Reaches with hands and arms;
- Continuous use of arms raised in an unsupported position, lifting or holding material weighting up to one pound inclusive or frequent lifting over 10 to 15 pounds, or occasionally lifting over 25 pounds and up to 50 pounds inclusive, or the equivalent pushing or pulling;
- Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:

- Regularly works in indoor or outdoor environmental conditions;
- Occasional exposure to plant or animal materials which may cause skin irritation or allergic reaction;
- Frequently works with exposure to several factors which may include noise, dust, dirt, stains, fumes, heat, or cold.