

YOUTH GUIDANCE CENTER AUXILIARY STAFF RESPONSIBILITIES

- AUTHORITY:** California Code of Regulations, Title 15, Section 1321
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-201, dated 08/28/17
- FORMS:** None
- PURPOSE:** To establish the policies and procedures in providing assistance to the kitchen and supplies clerk at Youth Guidance Center.

I. PROCEDURE

1. When appropriate, youth will be provided to assist the kitchen ROP staff, horticulture staff **building maintenance** or supplies clerk as needed. If any of the aforementioned staff relates a behavior problem and/or requests a youth's removal from the work area, the unit staff shall submit a Special Incident Report to the Duty Officer. The staff requesting of the removal shall contact the Duty Officer if staff are unavailable or if they are a part of the problem. The Duty Officer will determine an appropriate course of action to follow and what corrective action will be utilized to resolve the problem. At no time will a cook, supplies clerk or horticulture staff be responsible for disciplining youth.
2. Communication between kitchen and unit staff must be made whenever a youth goes to or from the kitchen. This also applies to the supplies clerk regarding their work location.
3. Youth doing after-meal and general weekly cleanups shall be closely supervised by DJCO staff.
4. Youth participating in Culinary Arts, Laundry and Landscaping Programs will be supervised and instructed by sworn Probation staff, Supplies Clerk or Landscaping Instructor while "on the job."
5. **Center-One** and ROP staff are to assist with supervision during all meals in the dining room and assist units with behavioral removals.

REFERENCES:

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| Procedure: | 3-3-023 | YGC ROP Culinary Arts Food Handlers Health Screening, Education and Monitoring |
| Policy: | C-5 | Work Assignments |

J. Hernandez

APPROVED BY: