
YTC Cottage Work Programs

1309.1 PROCEDURE

1309.1.1 INELIGIBLE

Special precautions must be exercised by Officers when selecting youth as workers for safety and security reasons. Youth on suicide prevention/close watch, cottage confinement, or non-sport status are not eligible to be workers. Youth with a history of assault or escape are not to be designated as campus workers but may be designated as cottage workers at the discretion of officers.

1309.1.2 COTTAGE WORKERS

Cottage Workers are selected by Officers based on merit and are assigned in assisting in the daily routine tasks and the overall cleanliness of the cottage and specific areas. The selection method and term of the position will be established by each cottage. Officers need to be alert that the work position given does not result in the youth having a sense of entitlement or authority over the other youths.

These positions are held to a higher standard and shall assist their team in achieving a common goal. Collateral duties shall include cleaning up the dayroom, emptying trash, sweeping and mopping floors, and setting up and cleaning up the shower areas. They will also be called upon in setting up the dayroom for group activities such as religious services, program classes, and other special events.

Each cottage has a washing machine and dryer. Cottage Workers who are assigned to laundry duties assist Officers in organizing and maintaining the cottage with a clean supply of clothing, linen, and bedding. The laundry duties include collecting dirty clothing and linen items, washing and drying all cottage laundry, and providing new youth intakes with their bedding and clothing issuance. Under the direction of the Officers, the laundry duties also include workers providing youth with daily/weekly clothing, linen, and footwear exchange.

1309.1.3 KITCHEN WORKERS (KWS)

Kitchen Workers shall be selected from the Culinary Arts program, with the assistance of the Kitchen Officer, to assist kitchen staff in the preparation and serving of meals. Those selected are called youth kitchen workers (KWs).

The primary duties of the KWs involve assisting campus kitchen staff with meal/snack preparation, serving meals, setup/cleanup of the dining hall, and the washing/sanitizing of kitchen utensils, pots, pans, food prep surfaces, and floors. KWs are under the direct supervision of the Kitchen Officer. (See YTC Food Service Policy)

1309.1.4 FOOD HANDLER EDUCATION

In addition to the work experience, KWs have the opportunity to earn a Food Handler Certificate, First Aid and CPR Certification, and ServSafe Certification. All youth who handle, serve, or clean

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up food shall undergo food safety training. The training can be in the form of a training video produced by the U.S. Department of Agriculture, "Food Safety is No Mystery." The certificate shall be scanned into the Probation Case Management System under the youth's Probation Identification Number.

The Kitchen Officers, in conjunction with the Food Service Supervisor, shall monitor compliance with food handling safety and personal hygiene requirements (See 15 CCR 1465). Youth may be required, for safety and sanitation reasons, to limit their grooming in order to properly wear such health and safety equipment as is deemed necessary by staff, including but not limited to, hair nets, safety head coverings, etc.

1309.1.5 CLINIC CLEARANCE

Eligibility as a KW requires clearance from the medical clinic. Youth who appear to be ill or display cold or flu symptoms and have any injuries or wounds shall not be eligible to work in the kitchen. (15 CCR 1414). The institutional kitchen staff reserves the discretion to dismiss or refuse a youth as a KW.

1309.1.6 SCHOOL PARTICIPATION

All youth assigned to a work program shall attend school regularly, and under no circumstance shall they fail to attend school.