

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32723
Job Class Code:	300	Salary Schedule:	ASRRFOOD
EEO Category:	08	Grade:	15
Workers Comp Code:	7720		

Job Code Established:	09/23/88	Effective Date:	
Job Code Revised:	1/1/01	Effective Date:	

JOB CODE SERIES: Food Services Series

JOB CODE TITLE: CORRECTIONAL FOOD SERVICES SUPERVISOR I

HRIS TITLE: CORRL FOOD SVC SPV I

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Correctional Food Service Supervisor II, exercising considerable independent judgment in carrying out work assignments. Has the authority to make decisions necessary to ensure a smooth, timely and continuous operation; to enforce custody, control and security of assigned residents, make work assignments, recommend pay increases, take disciplinary action and issue potentially dangerous tools and materials to resident workers. Supervises an assigned shift of a correctional food service operation utilizing adult or juvenile residents as the primary work force; trains and supervises residents in the preparation, cooking and serving of food and in the cleaning and maintenance of food service areas; maintains custody, control and security in accordance with established policies and procedures; maintains records and prepares reports. Work product consists of a functioning and operational work unit; meals that meet nutritional requirements, are pleasing to the palate and to the eye and satisfy the residents; food properly portioned and attractively arranged; safety and sanitary requirements fulfilled; resident payroll and performance evaluations completed; responsive, trained and motivated resident workers; (desired): employable ex-offenders. Responsible for leadership, supervision and guidance of a group of correctional residents learning and performing food service activities; quality and timeliness of work; prevention of illness and accidents through proper use of equipment and preparation of food; security of tools and materials having a potential custodial hazard.

EXAMPLES OF DUTIES: Performs supervisory tasks of considerable risk to security in the motivation and training of residents assigned to food services in a correctional work environment that provides access to tools and materials have a potential custodial hazard. Inspects resident workers reporting to work to ensure personal hygiene and proper attire. Supervises resident workers in accordance with institutional policies and procedures; follows security regulation's, maintains order and discipline; settles disputes. Plans and prepares for (orders or acquires special items) meals in accordance with predetermined menu. Coordinates preparation and cooking of foods that are included on menu so that the whole meal is ready to serve at the same time. Ensures that the correct temperature is maintained in both hot and cold foods being served.

Supervises serving line ensuring strict portion control, wearing of hair restraints, using appropriate serving utensils and exercising behavior control. Supervises the proper methods of use, operation and cleaning of kitchen equipment to prevent accidents, damage and loss. Checks sanitation, health and pest control situations through daily inspection sheets provided for the purpose. Controls security of building, equipment and supplies by keeping all knives, other sharp instruments and dangerous materials locked up; locks food storage areas; issues equipment for use by residents; maintains log for control purposes. Counsels resident workers in work related problems. Maintains and enforces equipment safeguards and overall protection of facility to prevent loss or damage of equipment, supplies and food items.

Supervises and instructs resident workers in the cleaning of food service areas; issues cleaning agents to resident workers. Supervises the receipt, proper storage and rotation of food products

and supplies; checks quantities and specifications to ensure compliance with purchase orders. Coordinates with the classification committee to ensure proper assignment of resident workers. Counts residents in a specified area, or entering or leaving a specified area of food service, as a security check. Maintains records of residents' performance and progress in the work incentive payroll program; completes timesheets; recommends pay increases; writes incident reports; takes necessary disciplinary action. Participates in establishing and maintaining a safe, orderly and therapeutic work environment. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken; making decision. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system. Compiles information for and writes periodic reports on activities of work unit. Performs related work as required.

WORK CONDITIONS: Unusual danger to physical or personal safety on a continuous basis; emotional stress due to long hours of working closely with residents in a correctional environment which provides access to potentially dangerous tools and materials; considerable verbal abuse from residents in food service line; rotating shift work is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: motivating and training adult or juvenile correctional residents; volume food processing and production techniques; normal nutrition and special diets; American Correctional Association standards for food service operations; applicable sanitation and safety codes, rules and regulations that minimize health and safety hazards inherent to food service operations; department policies relating to the custody, control and security of residents assigned to food service; policies and procedures established for the work unit; cleaning materials, methods and techniques; basic arithmetic computations.

Skill/Ability to: motivate and supervise subordinates to attain quality and quantity of production in a correctional work environment; relating to and maintaining control of resident workers; oral and written communications; exercising good judgment and tact; analyzing situations accurately and taking appropriate actions; maintaining self-composure in emergency situations; interpersonal relations; security practices and key control.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of cooking experience in an institutional food service program (e.g., hospitals, schools, prisons, military or other large-scale food service operation).
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Possession of a valid food handler's permit at time of appointment to a position in a county requiring a permit. Some positions require a medical/physical evaluation prior to appointment.