

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32724
Job Class Code:	300	Salary Schedule:	ASRRFOOD
EEO Category:	08	Grade:	17
Workers Comp Code:	7720		

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

JOB CODE SERIES: Food Services Series

JOB CODE TITLE: CORRECTIONAL FOOD SERVICES SUPERVISOR II

HRIS TITLE: CORRL FOOD SVCS SPV II

CHARACTERISTICS OF THE CLASS: Works under general direction of a Correctional Food Service Manager, exercising considerable discretion in carrying out work assignments and supervisor responsibility. Has the authority to schedule, assign, evaluate and discipline subordinate staff; approve menu changes; enforce Department policies relating to custody, control and security. Supervises subordinate shift supervisor in a correctional food service operation utilizing adult or juvenile residents as the primary workforce; through shift supervisors, trains and supervises residents in the preparation, cooking and serving of food and in the cleaning and maintenance of food service areas; ensures adherence to safety and sanitary regulations and Department policies and procedures relating to custody, control and security of resident workers; maintains inventory control; assists in preparation of menu plans; compiles food requirements surveys; maintains records and prepares reports.

Work product consist 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; work schedules that provide adequate coverage; standardized recipes developed; safety and sanitary inspections completed; an updated and constantly maintained inventory; personnel actions; written records and reports. Responsibility for the quality of work and effectiveness of work unit; effective supervision of food service activities involving considerable risk to the quality of product, financial loss or chance of damage to equipment, supplies or physical plant.

EXAMPLES OF DUTIES: Directs, instructs and counsels subordinate personnel who are supervisors carrying out tasks requiring considerable judgment or creative efforts. Devises a schedule of work or establishes priorities for self and coworkers. Resolves questions presented by subordinate supervisory staff of the work system. Visits and inspects work in progress; instructs, directs and advises subordinate supervisors and others as necessary. Reviews menus and ensures food availability in warehouse or kitchen storage areas. Fills out purchase orders, in preparation for typing, based on general guidelines and past orders to acquire food and supplies needed in the work unit. Updates and constantly maintains an inventory of food and supplies. Participates in menu planning, confers with dietitian and with medical and religious services regarding special diets.

Maintains production schedules and quality control. Supervises resident workers in accordance with institutional policies, follows security regulations, maintains order and discipline; settles disputes. Counsels resident workers in work related problems. Takes the necessary steps and acts on grievances submitted by resident workers; arranges for counseling, if appropriate. Compiles quarterly food requirement surveys based on planned menus. Participates in establishing and maintaining a safe, orderly and therapeutic environment. Maintains and enforces equipment safeguards and overall protection of facility to prevent loss or damage of equipment, supplies and food items. Reviews USDA offers of surplus commodities, selects food products to supplement the food service operation. Checks sanitation, health and pest control situations through daily inspection sheets provided for that purpose. Review reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions; routes back to writer or approves.

Compiles information for and writes periodic reports on activities of work unit. Attends supervisory or work system management meetings; gives and receives information, participates in problem solving and decision-making. Conducts work unit staff meetings; directs discussion, explains, listens and guides problem-solving process, resolves conflicts; participates and leads in decision-making.

WORK CONDITIONS: Considerable danger to physical and personal safety on a regular basis; emotional stress due to close contact with residents in a correctional work environment that provides access to potentially dangerous tools and materials; considerable verbal abuse from residents in the food service line; rotating shift work may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and practices of supervision; volume food processing and production techniques.; department policies and procedures relating to the custody, control and security of residents assigned to food service; American Correctional Association standards for food service operations; applicable sanitation and safety codes, rules and regulations; normal nutrition and special diets; practices and procedures of inventory control and the State's purchasing process.

Skill/Ability to: apply leadership and work management techniques; interpersonal relationships; managing residents through subordinates to receive, produce, and serve food from planned menus that is nutritious, appetizing and tasteful; relating to and motivating resident workers; exercising good judgment and tact; maintaining self-composure in emergency situations; security practices and key control; analyzing situations accurately and taking appropriate action; oral and written communications.

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

- One year of experience equivalent to Correctional Food Service Supervisor I.
- 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.