

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32726
Job Class Code:	300	Salary Schedule:	AREG
EEO Category:	01	Grade:	19
Workers Comp Code:	7720		

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

JOB CODE SERIES: Food Service Series

JOB CODE TITLE: CORRECTIONAL FOOD SERVICE MANAGER I

HRIS TITLE: CORRL FOOD SVC MGR I

CHARACTERISTICS OF THE CLASS: Works under direction of a program manager and/or institution administrator, exercising considerable independence and judgment. Has the authority to plan, organize and schedule work; to implement policies and procedures; expend funds within program guidelines; authorize requisitions; approve personnel actions. Manages and supervises, through subordinate supervisors, a small to moderate-sized food service operation utilizing adult or juvenile correctional residents as the primary workforce; manages the full scope of food service activities ranging from menu planning through the serving of food; ensures adherence to sanitation and safety standards and the enforcement of Department regulations relating to custody, control and security of assigned residents; develops annual budget recommendation; controls expenditures.

Work product consists of a functioning and operational work system; menus that meet nutritional standards; food costs that meet budgetary constraints; compliance with safety and sanitation standards; resident grievances investigated and reports written; updated and constantly maintained inventory; annual budget recommendation; written policies and procedures, program and employee evaluations, correspondence, records and reports; correctional residents with new and/or improved work skills. Responsible for effective management of a work system; maintaining established standards, quality and cost control; meals that meet regular, therapeutic and religious needs and satisfy the residents; enforcement of Department regulations; prevention of illness through the proper use of equipment and preparation of food.

EXAMPLES OF DUTIES: Directs, instructs and counsels subordinate personnel who are supervisors carrying out tasks requiring considerable judgment or creative efforts. Establishes and work standards, procedures and rules for a unit of the work system. Analyzes and evaluates work procedures, methods and rules for a work system; makes determinations and establishes these in practice. Reviews work products of subordinate workers; evaluates work and formulates plans for improvement. Inspects work areas in order to detect problems or other factors affecting program or work system. Resolves questions presented by subordinate supervisory staff of the work system. Develops cycle and weekly menu plans; confers with dietitian and medical and religious services regarding special diets. Prepares quarterly food service purchasing surveys based on planned menu cycles. Examines and authorizes requisitions for food and supplies. Monitors food purchases to ensure that advantage is taken of low food pricing situations and seasonal availability of food products.

Takes the necessary steps and acts on any grievance submitted by resident workforce; arranges for counseling, if appropriate. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Participates in the development of the annual budget request for work system; and takes responsibility for program budget; reviews drafts, makes adjustments and decisions. Reviews, monitors and controls amounts expended from the budget(s) to assure that expenditures do not exceed funds available; reports problems to superior. Reviews reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions, routes back to writer or approves. Compiles data, develops and composes a variety of reports on work activities, functions, trends, conditions, or volume of specific occurrences. Reads incoming correspondence; plans and formulates response, subsequent action or routes to files or other

destinations. Attends meetings of managers or administrators of divisions and other major units, under chair leadership of agency director or head of major division, program or work system; gives and receives information, participates in discussion, problem resolution and decision-making. Conducts staff meetings; directs discussion from agenda; explains, listens, discusses, participates in problem resolution and decision-making. Performs related work as required.

WORK CONDITIONS: Regular exposure to personal danger or physical harm while in food service areas; pressures for deadlines or work completion.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: volume food preparation and delivery systems; managerial practices and supervisory techniques; normal nutrition and special diets; American Correctional Association standards for food service operations; applicable sanitation and safety codes, rules and regulations; inventory control and the State purchasing process; budget preparation and control; department policies and procedures relating to custody, control and security of residents working in food service.

Skill/Ability to: apply leadership and work management techniques; producing planned food combinations that are nutritious, appetizing and tasteful; oral and written communications; interpersonal relationships; monitoring and evaluating food service activities; analyzing situations accurately and taking appropriate action; maintaining self-composure in emergency situations.

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

- One year of experience equivalent to Correctional Food Service Supervisor II; Or
- Two years of experience equivalent to Correctional Food Service Supervisor I; Or
- A Bachelor's degree in dietetics, nutrition, restaurant management or related, from an accredited college or university, and one year experience in volume food service supervision; additional experience in volume food service supervision may be substituted for the required education on a year for year basis.
- 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.