

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV32735</b>
<b>Job Class Code:</b>	<b>300</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>09/23/88</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>05/24/07</b>	<b>Effective Date:</b>	<b>7/3/07</b>

### **JOB CODE SERIES:**

**JOB CODE TITLE: CORRECTIONAL FOOD SERVICE LIAISON**

**HRIS TITLE: CORRL FOOD SVC LIAISON**

**CHARACTERISTICS OF THE JOB CODE:** Serves as the liaison for Food Service contract and Inmate Commissary contract in a correctional institution; liaison between the agency and contracted staff.

**EXAMPLE OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Monitors Food Service and Inmate Commissary contracts and may monitor other contracts based on institution need. Reviews weekly invoice from vendor, verifies meals served and billed; approves or denies reimbursement. Resolves problems and concerns of Food Service and Commissary issues with contractors. Submits vendor deficiency for Food Service and Commissary for non-compliances of contract.

Reviews Information Reports, researches and investigates issues, tracks, resolves issues with contractors. Researches inmate grievances, investigates, resolves and prepares inmate grievance letter responses for Food Service and Commissary issues.

Confers with Dietician and/or medical and Religious Service regarding special diet meals. Monitors special diets including tracking, computer input, update contractor with diet changes, process diet card, compile and maintain special diet roster

Inspects kitchens on a daily, weekly or monthly basis to ensure compliance with Arizona Department of Health Services Food Code. Performs food service internal audits at other institutions statewide.

Coordinates repair or replacement of kitchen equipment. Recommends items for the food service equipment replacement annual budget. Provides recommendations for Food Service contract changes. Compiles data, develops and composes a variety of reports on work activities, functions, trends, conditions, or volume of specific occurrences. Monitors and prepares monthly reports for the National School Lunch Federal Grant at minors unit.

Attends meetings with Executive Staff and Deputy Wardens dealing with Food Service and

Commissary issues. Attends meetings with contractor's staff. Attends training in food safety and inspection, managing inmates and additional applicable training.

**WORK CONDITIONS:** Work in a prison setting; regular exposure to personal danger or physical harm while in food service areas. Occasional statewide overnight travel.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Applicable health, safety, and sanitation codes, rules and regulations; food preparation; records retention and report generation; cost containment; volume food preparation and delivery systems; normal nutrition and medical, religious and therapeutic diets; State purchasing process; department policies and procedures relating to custody, control and security of residents working in food service; personal computers and software including Word, Excel and PowerPoint.

**Skill/Ability to:** Understand and interpret the Food Service contract and Commissary contract, maintain interpersonal relationships; monitors and evaluates food service activities; analyze situations accurately and take appropriate action; maintain self-composure in emergency situations; recognize and accurately interpret food service contract requirements and restrictions; communicate effectively both verbally and in writing;

KSAs are typically obtained through experience and/or education in:

- Food Service
- Restaurant Management

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
- Possession of and ability to maintain a valid Arizona Drivers license