

FOOD SERVICE MANAGER (DOC)

Duties and Responsibilities

Under professional supervision, with latitude for the exercise of independent judgment and decision making, is responsible for food preparation and service in all the food service areas of a correctional facility, performing a vital role in the maintenance and functioning of normal operations of the facility in an area sensitive and susceptible to inmate reaction; performs related work.

Example of Typical Tasks

Supervises all food preparation and food service staff in the facility including skilled, semi-skilled, uniformed, civilian, and inmate work crews; modifies work assignments in order to maintain good working relationships among assigned staff; works with custodial supervisors and their subordinates in their food service activities; deals with inmate labor force in a way that forestalls disruptive behavior.

Supervises food inventory control, food preparation and serving portion-control throughout the food delivery process, following necessary guidelines set by the Director of Correctional Food Services designed to protect supplies in a theft-prone environment; supervises food requisitioning from the storeroom.

Monitors the preparation and delivery of foods to insure that standardized recipes are followed and safeguarded against contamination through poor preparation or inmate mischief.

Supervises food ordering for medical, religious, and ethnic special diets from the institutional storekeeper as directed by the dietician specialist.

FOOD SERVICE MANAGER (DOC) (continued)

Example of Typical Tasks (continued)

Responsible for preparation and serving of special and therapeutic diets of inmates; review master menu plan and devise menu changes or revisions to provide ethnic recipes in keeping with inmate population mix advising Central Office staff of changes to insure nutritional standards are met.

Is responsible for the preparation of all food service reports required by the Central Office Food Service Division.

Responsible for the preparation of work schedules and assignments for Senior Cooks, Cooks and other civilians; insures the fulfillment of assigned inmate work crew tasks.

Trains new kitchen staff in food preparation, equipment use, proper sanitary practices, and other related work.

Supervises the inspection, maintenance and sanitation of kitchen and food conveying equipment, etc. and kitchen and serving areas.

Responsible for the cleanliness, environmental health and sanitation of food service personnel, proper storage in food service areas, working with facility administrative, custodial and maintenance staff to quickly rectify problem areas.

Responsible for maintaining records of meals served as to quality and quantity; the amount of kitchen wastes produced, in accordance with court mandates, and procedures established by the department and in the nutritional field.

Develop and implement necessary revisions, in keeping with requirements of food-related court mandates.

FOOD SERVICE MANAGER (DOC) (continued)

Example of Typical Tasks (continued)

Confer with inmate population on food related issues; identify and submit proposed solutions to the facility administration and Director of Correctional Food Services.

Establish controls to insure that the rules and regulations set by the Department and the institution are adhered to by the food service staff.

Qualification Requirements

1. A baccalaureate degree from an accredited college with specialization in food preparation or a closely related field and two (2) years of full-time paid experience in the direct supervision of large-scale food preparation, cooking and delivery as it occurs in a correctional setting; or
2. A four-year high school diploma or its educational equivalent and six years of full-time satisfactory experience in the direct supervision of large-scale food preparation, cooking and delivery as it occurs in a correctional setting; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above.

Line of Promotion

None. This class of positions is classified in the Non-Competitive Class.