



CORRECTIONAL FOOD SERVICES COORDINATOR

DEFINITION

Under general direction, plans, directs, coordinates, and participates in the activities and operations of the County's correctional food service program and kitchen facilities; supervises all assigned correctional cook staff as well as inmate kitchen workers; creates, administers, and implements the program budget; oversees and coordinates culinary and catering programs that provide educational opportunities for inmate kitchen workers; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct or general supervision over correctional food services staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Correctional Food Services class series. Incumbents are responsible for the planning, organizing, purchasing, budgeting, coordinating, and overall supervision of the County correctional kitchens. In addition, incumbents provide direct oversight and coordination of culinary programs in conjunction with the community college and catering events. Incumbents in this class exercise direct and general supervision over lower-level correctional food service staff and inmate kitchen workers. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Correctional Food Services Supervisor class in that the latter functions as a first level supervisor, but does not coordinate culinary and catering programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative only)

- Oversees and participates in the development and implementation of goals, objectives, policies, and priorities for food service programs; recommends and administers policies and procedures, and develops duty descriptions.
- Identifies opportunities to improve service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; implements improvements.
- Participates in the development of the food service program's annual budget; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Assumes overall responsibility for assigned services and activities of the food service program, including food preparation, serving, and storage; ensures kitchen and equipment used in food preparation are kept in clean, sanitary, and proper working conditions.
- Plans, directs, coordinates, and reviews the work plan for food services and activities at County correctional adult facilities; schedules and assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employee to correct deficiencies; recommends and assists in the implementation of discipline and termination procedures.

- Plans menus within the guidelines of government nutrition standards, budget, medical concerns, religious concerns, and food product availability; directly or indirectly oversees the daily preparation of food to ensure the necessary quantity of meals; makes any necessary menu changes and provides for special diets.
- Orders and directs inventory levels, and authorizes distribution of food and supplies; processes and ensures accuracy of contracts, purchase orders, invoices, and payment authorizations for food supplies.
- Maintains contact with food and kitchen supply vendors and purchasing agents in order to economize purchases and perform long-range menu planning.
- Confers with law enforcement and Sheriff's Office management staff regarding institutional security and use of inmate kitchen workers; trains food service employees in the use of inmate kitchen workers; trains workers in various areas of food safety and preparation.
- Maintains records of food and supplies used, meals served, etc.; prepares periodic and special reports as required.
- Ensures compliance with health and/or grant regulations regarding sanitary conditions in food storage, preparation, and service.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related in the field of food service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, methods, and equipment used in high volume meal preparation in an institutional setting.
- Nutritional and menu planning guidelines for the population served.
- Applicable federal, state, and local laws, codes, and regulations regarding food service operations in detention and/or correctional institutions.
- Menu planning; menu modifications for special diets and nutrition.
- Principles of purchasing, storing, and preparing food in large quantities.
- Equipment and supplies used to cook and bake in commercial-sized kitchens.
- Safe work practices and sanitation related to food preparation and service.
- Inventory and recordkeeping principles.
- Inmate security procedures and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Oversee and coordinate culinary programs in partnership with local community colleges, review contracts, coordinate curriculum development, and provides instruction, etc.
- Coordinate catering events which includes developing menus items, set up, and maintaining price structures and accounts.
- Plan, organize, and coordinate the work of correctional food staff.
- Oversee the preparation of meals in a large scale, institutional setting.
- Operate, clean, and perform minor maintenance to large institutional food preparation and cooking equipment.
- Maintain accurate records and prepare reports, correspondence, and other written material.
- Develop, monitor, and interpret food service budgets and other financial documents.
- Inspect the work of others and maintain established quality control standards.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to an associate degree from an accredited college or university, in culinary arts or a closely related field;

AND

Three (3) years of experience in large-scale institutional food preparation and volume cooking, preferably in a correctional facility.

Lead or supervisory experience is desirable.

Licenses and Certifications:

- Possession of a valid Driver's License and a satisfactory driving record.
- Possession of a certification as a Dietician is desirable.
- Possession of a ServSafe Food Protection Manager certification prior to appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office, or in a food preparation facility, and use standard office equipment, including a computer, and to operate a motor vehicle to visit various correctional

kitchen facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office setting and food preparation facility within a County Corrections facility setting with moderate to loud noise levels and varying exposure to hot and cold environments. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work evenings, weekends, holidays, and other off-shift hours. Must be able to pass a detailed background investigation.