

## **CORRECTIONAL FOOD SERVICES COORDINATOR**

### **DEFINITION AND DISTINGUISHING CHARACTERISTICS**

#### **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; and provides for educational opportunities for select inmate kitchen workers in the area of Culinary Arts

#### **Distinguishing Characteristics**

This is the full supervisory class in the Correctional Food Services series, responsible for the planning, purchasing, budgeting, coordinating, and overall supervision of the correctional kitchen facilities in Placerville and South Lake Tahoe. Incumbents in this class exercise direct and indirect supervision over lower level correctional food service staff and inmate kitchen workers. This class is distinguished from that of Correctional Food Services Supervisor in that the latter has supervisory responsibility of the smaller, single kitchen of the Juvenile Hall facility.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)**

- Manages 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 for improving service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; implements improvements.
- Oversees and 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; and ensuring 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 both County correctional facilities; 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, the budget, medical and/or religious concerns, and food product availability; directly or indirectly oversees the daily preparation of food to ensure the necessary quantity of meals, to make any necessary menu changes and to provide for special diets.

- Maintains contact with food and kitchen supply vendors and purchasing agent in order to make economical purchases and perform long-range menu planning.
- Orders, maintains inventory, and authorizes distribution of food and supplies; processes and ensures accuracy of contracts, purchase orders, invoices and payment authorizations for food supplies.
- Confers with law enforcement and department management staff regarding institution security and use of institutional kitchen workers; trains food service employees in the use of institutional kitchen workers; trains institutional workers in various areas of food safety and preparation.
- 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.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

### **Education:**

An Associates of Arts degree in culinary arts or equivalent certificate.

**-and-**

### **Experience:**

Three (3) years of experience in large-scale institutional food preparation and volume cooking, preferably in a correctional facility. Two years of additional experience, as described above, can be substituted for the educational requirement on a year for year basis.

### **Other Requirements:**

Must possess a valid California Driver License. Must possess a ServSafe Food Protection Manager certification prior to appointment. Must be willing to work evenings, weekends, holidays and other off-shift hours. Must be able to pass a detailed background investigation.

### **Knowledge Of:**

- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness.

- Principles and practices of supervision, discipline, leadership, mentoring, and training.
- Applicable federal, state, and local laws, codes, and regulations regarding food service operations in detention and/or commercial institutions.
- English usage, spelling, grammar, and punctuation.
- 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-size kitchens

**Skill in:**

- Training others in work procedures.
- Develop, monitor and interpret food service budgets and other financial documents.
- Use standard office equipment including computers and software applications essential to food service operations.

**Ability To:**

- Select, plan, assign, supervise, review and evaluate the work of others.
- Investigate and resolve disciplinary issues.
- Work independently, prioritize work, coordinate activities and meet critical deadlines.
- Plan, manage, and complete complex work assignments.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met.
- Exercise discretion and maintain confidentiality of information.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is primarily performed indoors in a food preparation facility within a County Corrections facility setting; assignments may be comprised of non-standard hours, weekends and holidays.

**Physical:**

Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction

sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs.

**Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

### **HISTORY**

CREATED: JUL 2015