

## CLASS SPECIFICATION

Yuba County

April 2004

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**CLASS TITLE:** Correctional Food Services Supervisor

**FLSA STATUS:** Non-Exempt

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### **JOB SUMMARY:**

Plans, directs and reviews the work of kitchen staff, monitors work product, training and equipment maintenance for jail laundry; purchases quantities of food, supplies, chemicals and clothing for assigned areas of responsibility; oversees volume cooking and portioning of meals for a 425 bed correctional facility; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a supervisory class that ensures the purchase, preparation and distribution of nutritional, properly prepared meals, in a large volume, institutional setting. Responsibilities include maintaining kitchen. The work includes monitoring and coordinating laundry staff and facilities for the County Jail. The work also includes maintaining inventories, developing inventory control procedures, developing ordering procedures, maintaining work place security and safety and ordering supplies and clothing for the jail.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Assists in planning goals, objectives, procedures and work standards for the unit; provides input into the unit's budget.
- Plans, organizes, schedules, assigns, supervises, reviews and evaluates the work of kitchen and laundry support staff; recommends selection of staff; trains staff in work procedures; counsels staff and recommends discipline as required.
- Directs the work of community or institutional volunteers and instructs them in work procedures.
- Plans menus on a weekly basis to meet nutritional needs of client population; devises recipes as required and utilizes seasonal food, depending upon availability; estimates and selects food for daily usage; purchases food in volume for institutional use.
- Maintains an inventory of food and supplies and prepares food and supply orders as required, depending upon projected needs.
- Directs the preparation of a full range of meals, including special diets on a relief or as needed basis.
- Maintains detailed records regarding food prepared, cooking techniques and storage procedures; develops recipes for staff use.
- Orders housekeeping supplies for the jail and clothing for prisoners.
- Ensures that food preparation equipment, cooking and serving utensils, kitchen work areas and dining areas are orderly, clean and sanitary.
- Adjusts and performs minor maintenance to a variety of large institutional cooking equipment.
- Ensures that leftover food and kitchen supplies are stored appropriately, inventories and maintains stocks of food and supplies; receives and inspects food and supplies; unpacks and stores in the appropriate location.
- Directs support staff in the techniques of food preparation, cooking and portioning, safe work procedures, and the use and minor maintenance of institutional cooking equipment.
- Maintains records of food and supplies used, meals served, prepares periodic and special reports.

- Oversees activities of the jail laundry; ensures that clothing, linens and other goods are maintained in a clean and serviceable manner.
- Monitors and maintains the security of facilities and equipment.

**Important:**

- May drive a personal or County motor vehicle in order to pick up supplies.

**QUALIFICATIONS:**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation and budget administration.

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, training and discipline.

Principles, methods and equipment used in high volume meal preparation in an institutional setting.

Principles and practices of high volume laundry operation.

Safe work practices and sanitation related to food preparation and service and laundry operations.

Business arithmetic.

Inventory and record keeping principles and practices.

**Skill in:**

Assisting in developing and implementing goals, objectives, policies, procedures and work standards.

Planning, organizing, supervising, reviewing and evaluating the work of staff.

Training others in work procedures.

Planning and ordering required food and supplies to meet projected needs.

Overseeing meal preparation in a large-scale institutional setting.

Operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment.

Maintaining accurate records and preparing work related reports.

Making accurate arithmetic calculations.

Reading, understanding and following recipes and oral and written directions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Physical Demands:**

- Mobility to work in a typical institutional kitchen setting and use institutional kitchen equipment.
- Strength to lift materials weighing up to 50 pounds.
- Vision to read printed materials.
- Stamina to stand and/or walk for an extended period of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally, an institutional kitchen setting.
- Work with exposure to prisoners and difficult situations.
- May require working off hours, weekend and holiday shifts.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- Pass a detailed background investigation.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:**

Equivalent to graduation from high school and four (4) years of experience in large-scale institutional food preparation and volume cooking.

**Preferred:**

In addition to the above, five (5) years prior supervisory or administrative experience in large-scale institutional food preparation and volume cooking.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel Initials: \_\_\_\_\_  
Date: \_\_\_\_\_