

**CLASS TITLE:     ASSOCIATE DIRECTOR - FOOD SERVICES**

**Class Code: 02140700**

**Pay Grade: 34A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Assistant Director of Institutions/Operations in the administration, planning, developing, implementing and operation of all phases of food services at the Department of Corrections; to coordinate food acquisition, development and preparation with the Department of Administration's Chief of Food Services.

**SUPERVISION RECEIVED:** Works under the general supervision and guidance of the Assistant Director of Institutions/Operations, and is responsible indirectly to the Chief of Food Services/Rhode Island Hospitals and Institutions for: menu review, food purchases, economics of food preparation and food service facilities utilization.

**SUPERVISION EXERCISED:** Plans, organizes and supervises the work of both subordinates and inmates and inspects the work results in process and upon completion.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Assistant Director of Institutions/Operations in the administration, planning, developing, implementing and operation of all phases of food services, within the Department of Corrections.

To coordinate food acquisition, development and preparation with the Department of Administration's Chief of Food Services.

To assist the Assistant Director of Institutions/Operations in providing leadership, overall direction and supervision of the food budget preparation and cost projections for adherence to standards to meet present and future food service needs of the inmate population at the Adult Correctional Institutions.

To place food orders through the Chief of Food Services at the Central Food Plant for meal preparation, for a future time period(s) in accordance with quarterly menu plans.

To place food orders through the Chief of Food Services for fresh and packaged foods required in accordance with pre-planned menus.

To develop and maintain sufficient frozen meal inventory levels at the food plan and food staging areas to meet the needs of the various correctional facilities.

To supervise all food operations at the central food staging area to meet the needs of the various securities.

To be responsible for the operations/activities of the inmate commissary.

To serve as principle advisor to the Assistant Director of Institutions/Operations regarding the management of inmates working in the food service delivery program at the Adult Correctional Institutions.

To direct and manage subordinate supervisors and staff.

To review and evaluate food service activities such as:

Work assignments and posts for the food service staff on all shifts; relief and leave schedules; safety practices, security procedures and disciplinary control measures; plans for emergencies such as escapes and riots and plans for inmate training and rehabilitation for food service staff.

To review and evaluate the effectiveness of training programs for the food service staff and to make recommendations thereon.

To recommend to the Assistant Director of Institutions/Operations rules and regulations to assure the safe and timely delivery of food services to the inmate population.

To be responsible for the continuous inspection and evaluation of departmental food operations to determine the effectiveness of policies, procedures, and methods and to initiate alterations as needed.

To serve as a member of the Food Standards Committee as established by the Department of Administration.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of food administration; a thorough knowledge of food delivery systems; the ability to plan, develop, coordinate and supervise a staff engaged in food preparation and delivery within the Department of Corrections; the ability to evaluate food service methods, procedures and equipment, and food cost projections and assist the Assistant Director of Institutions/Operations in budget preparation activities; the ability to prepare reports containing findings, analysis, conclusions, and recommendations; the ability to exercise good judgment in recognizing and dealing with personal, emotional, and adjustment problems of inmates under varying conditions; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's Degree in Business Administration or Culinary Studies; and

Experience: Such as may have been gained through: five years employment in an administrative position involving responsibility for planning, directing and controlling a food service program at a large private or public facility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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