

CLASS TITLE: CORRECTIONAL OFFICER - SUPERVISOR OF FOOD SERVICES (ACI)

Class Code: 02141500
Pay Grade: 27A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Corrections, to plan, organize and be responsible for the administration of all phases of a food service program in all institutions of the State's Adult Correctional System; to supervise the work of all state employees and inmate personnel assigned to work in the food service units of such institutions; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of an Associate Director with wide latitude for the exercise of technical judgement on all matters pertaining to the preparation and service of food by subordinates and inmate personnel assigned; work is subject to review for conformance to correctional institution's policies and procedures.

SUPERVISION EXERCISED: Plans, assigns, schedules and supervises the work of all state employees and inmates assigned to duties in the food service units of the adult correctional institutions; reviews work for conformance to and compliance with policies, practices, procedures, rules and regulations through frequent inspections of facilities and reports of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Corrections, to plan, organize and be responsible for the administration of all phases of a food service program in all institutions of the State's Adult Correctional System.

To supervise the work of all state employees and inmates assigned to work in the food service units of such institutions.

To make, issue and enforce rules and regulations as may be necessary to govern the work of inmates in areas such as food preparation procedures and methods, cleanliness, security against spoilage, waste and loss though pilferage, and use of equipment and utensils.

To requisition foodstuffs, materials and equipment and be responsible for their issuance to the adult correctional institutions.

To inspect kitchens and food service areas for safe and secure operations, cleanliness and freedom from pests and rodents.

To be responsible for the maintenance of standards as to proper preparation and quantity of food served in such institutions.

To participate with the Supervisory Dietitian in the preparation of the annual budgets for food expenditures, supplies and capital outlay for the adult correctional institutions.

To consult with the Supervisory Dietitian in regard to the preparation and changes of planned menus for these institutions.

To have the authority to make such changes in menus as may be necessary to meet special situations and emergencies.

To maintain control over food expenditures for conformance to budgetary allotments.

To make recommendations to the Classification Board of the Adult Correctional System as to amounts of wages to be paid inmate personnel working in food service units and to participate in the selection of such inmates to be assigned to these duties.

To be responsible for the keeping of such records as may be necessary for the proper operation of the food service units.

To prepare and present such reports as may be required concerning food service activities of these institutions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of large-scale food preparation and service in a correctional setting including the materials, practices, methods and equipment used and the care necessary to maintain such equipment; a working knowledge of adult correctional institution food management including oversight of expenditures, the ability to estimate food needs for planned menus and the ability to manage to budgetary allotments; the ability to supervise employees engaged in the preparation, cooking and other food service activities and the instruction and supervision of inmates assigned to work in the food service units; the ability to deal firmly and effectively with inmates engaged in performing food preparation and service tasks; the ability to provide training and consultation for personnel and inmates engaged in a food service program; the ability to establish and maintain effective working relationships and coordinate with others involved in the delivery of food services within the department; the ability to keep records and make reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving some supervisory responsibility in the preparation and service of food in an adult correctional institution.

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

SPECIAL REQUIREMENT: The following conditions of employment must be met at the time of appointment:

1. Must have successfully completed the correctional officer training program.
2. Must be capable of performing (with or without reasonable accommodations) the essential duties as evidenced by a physician's certificate from a physician designated by the Department of Corrections.

No such appointee shall be given permanent appointment to a position within this class unless he/she shall have met all of the above requirements. "Every effort will be made to reasonably accommodate an individual who has a disability. Therefore, nothing in this specification shall be interpreted to prohibit the use of such accommodation in order to perform the essential functions of this class."

Class Revised: July 23, 2017

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