

**CLASS TITLE: SUPERVISOR OF FOOD SERVICES
(ACI)**

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

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and be responsible for the preparation and service of food 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 supervision of a superior with wide latitude for the exercise of technical judgement on all matters pertaining to the preparation and service of food; work is subject to review for conformance to correctional institution's policies and procedures.

SUPERVISION EXERCISED: Plans 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 policies, practices, procedures, rules and regulations through frequent inspections of facilities and reports of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and be responsible for the preparation and service of food in all institutions of the State's Adult Correctional System, such as the Prison, Reformatory for Men and Reformatory for Women.

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 inmate help in such matters as food preparation procedures and methods, cleanliness, security against spoilage, waste and loss though pilferage.

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 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 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 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 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 the materials, methods and equipment used in large-scale food preparation and service and the care necessary to maintain such equipment; a working knowledge of adult correctional institution food management, including food costs; the ability to estimate food needs for planned menus; the ability to supervise state employees engaged in cooking and other food service activities; the ability to deal firmly and effectively with inmates engaged in performing food preparation and service tasks; 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: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

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