

GENERAL DESCRIPTION OF CLASS

The CORRECTIONS FOOD SERVICE COORDINATOR coordinates, instructs, and directs inmates in the production and serving of meals and participates in the preparation of large volume cooking in a corrections institution setting.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Inmate Work Crews.** Typical tasks: coordinates the work flow and assigns work to inmate workers; directs inmate crews to ensure job-related rules, policies, procedures, and security guidelines are enforced and discipline and order maintained; instructs and trains inmates on work techniques and procedures in safe, sanitary, and efficient operations of food preparation and service; assigns inmate work; evaluates work performance of inmates for training and assignment purposes; may interview and recommend crews; conducts searches of inmates and area to ensure absence of contraband; checks and signs inmate time cards; monitors area for cleanliness, sanitation, and order; directs the work crew in cleaning.
- 2. Food Preparation/Service.** Typical tasks: directs, instructs, and coordinates inmate work crews who: prepare food according to predetermined menus; gather and combine ingredients required by standardized recipes; wash, slice, chop, grate, stir, knead, measure, mix, and weigh food products; cook food by boiling, grilling, steaming, deep frying, roasting or baking; cook various foods such as meats, casseroles, vegetables, starches, soups, salads, sandwiches, quick breads, dressings, sauces, and gravies; prepare desserts such as cobbler, cakes, custard, and gelatins; use commercial cooking equipment such as grills, steam-jacket kettle, slicers, mixers, and choppers; serve food on foodlines according to established food portion control; may prepare food for distribution to institutional wards or food service tray lines; may bake items such as bread, donuts, cookies, and other pastries; may cut meats; employees in this class: adjust recipes for larger quantities and recipe changes to control food waste; suggest menu changes when necessary to obtain a better quality product; plans cooking schedules to have food ready at serving time but not too far in advance; may monitor the preparation of special and/or therapeutic diets such as low sodium or religious diets; may participate in the preparation of food.
- 3. Sanitation.** Typical tasks: directs and coordinates inmate work crews who put food away in designated storage, clean stoves, grills, and countertops, and keep work area in sanitary condition at all times; controls dishwasher temperatures; rotates supplies in cooler and freezer to assure health standards are maintained.
- 4. Requisition Supplies.** Typical tasks: conducts daily inventory of products and supplies for cooking operations; requests needed products and supplies from supervisor; checks supplies or food products at delivery to be sure they meet the type, quantity, and quality specified by purchase order; some employees may assist supervisor in ordering food items from vendors; directs inmates in the unloading and storage of food products and supplies.

5.Records. Typical tasks: keeps records of the amount of food prepared, served, or distributed (on cart slips), and amount left over; counts and records equipment, such as knives and chopping blades, and food items for inventory; records inmates work time.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular, in-person contact with inmates in order to direct and coordinate in food preparation and cleaning activities. There may be occasional contact with other inmate work crews performing tasks within the kitchen area. They also have occasional in-person contact with delivery drivers in order to receive goods.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a supervisor or manager who assigns work verbally or through written instructions given on menus, work schedules, and posted orders. Work is reviewed by observation on a daily basis for the quality and quantity of food prepared, conformance with standardized menus and/or recipes, and to ensure compliance with safety and sanitation procedures. Employees in this class follow Department of Corrections rules, policies, and procedures; State health, safety, and sanitation regulations as applicable to the operation of a volume food service facility. Work schedules and standardized menus and/or recipes are followed to prepare foods as scheduled.

GENERAL INFORMATION

Positions are located in food preparation areas of correctional institutions and require the willingness to work in the environment associated with the position's location and purpose and to enforce security procedures and guidelines to included searches of inmates and area for contraband.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of institution or large-scale cooking techniques and equipment.

General knowledge of principles of sanitation as it applies to food preparation.

Basic knowledge of arithmetic (addition, subtraction, multiplication, division, and percentages).

Basic knowledge of the principles and practices of volume food service.

Basic knowledge of food values and nutrition.

Skill in adjusting and standardizing recipes.

Skill in maintaining production as required by menus and/or recipes and work schedules.

Skill in preparing and cooking foods in volume.

Skill in operating commercial kitchen equipment.

Ability to learn and apply State of Oregon health, safety, and sanitation regulations.

Ability to effectively communicate verbally and in writing with a variety of people concerning procedures as they relate to operations of a volume dining facility.

Ability to follow and apply Department of Corrections policies, procedures, rules, and posted orders.

Ability to learn to operate cooking equipment unique to the facility.

Ability to direct, assign, and review work of inmates, individually and in groups; identify areas of deficiency; and provide inmates with suitable guidance on improvement.

Ability to provide on-the-job training to inmates.

Ability to learn to select foods for special and/or therapeutic diets according to established criteria.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.