



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
6/21/10

Agency: 29100

Facility: CRCI

New  Revised

This position is:

- Classified
- Unclassified
  - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Correctional Food Services</u>	b. Classification No: <u>C9210A</u>
c. Effective Date: <u>06/21/10</u>	d. Position No: _____
e. Working Title: <u>Food Services Coordinator</u>	f. Agency No: <u>29100</u>
g. Section Title: _____	
h. Employee Name: _____	
i. Work Location (City – County): <u>Portland-Multnomah</u>	
j. Supervisor Name (optional): <u>Food Services Manager</u>	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

Columbia River Correction Institution is a 540 bed minimum security correctional institution housing adult male inmates. The facility provides a full range of correctional services and programs which directly support the Department of Corrections primary mission. These include: (1) A 50 bed residential alcohol and drug treatment

program and a 50 bed mental health unit operating under a contract with a private provider. (2) Basic adult education, life skills and job readiness training. Restitution and Community Service work programs for 400 inmates, with assignment to public service crews. (3) The institution employs 120 FTE general funded staff and approximately 35 staff provided under contracted services. CRCI has a strong "community oriented" programming for inmates and utilizes a large number of community volunteers in its programs. (4) CRCI also operates and provides support services to South Fork forest Camp near Tillamook, a 200 bed minimum security work camp with 37 staff.

The Food Service Program at CRCI/SFFC has the responsibility of providing nutritionally adequate, properly prepared, and attractively served meals to all inmates and staff. This program operates preparation, storage, shipping and receiving areas to support this function. Services are provided to inmates and staff for three meals per day, seven days per week, using inmate labor. The services provided by this program have a direct effect on the health and morale of the inmate populations, and contributes in a major way to the overall climate of the institution.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .

Provide the supervision of inmate crews consisting of up to 30 inmates. Within the scope of this position falls the responsibility to train, direct, monitor, and coordinate the activities necessary to accomplish the assigned work. Jobs in this area will involve the proper preparation, serving, storage, and shipping and handling of food products. In addition, the requirements for maintaining strict standards of sanitation and security must be met.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

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### SECTION 3. DESCRIPTION OF DUTIES

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List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

30%			Supervise and instruct inmate work crews in large quantity cooking, baking, food handling and storage. Follow a prescribed menu to meet daily feeding requirements. Maintain sanitation in accordance with management directions, State Health Code, and DOC Rules. Submit required reports through the proper channels as to daily food requirements and training records. Must be able to demonstrate all tasks associated with assigned jobs. This could include lifting up to 70 lbs., actual food preparation, storage methods, and proper cleaning techniques.
25%			Maintain order and enforce security and operational procedures giving the control of critical tools priority concern. Conduct searches of inmates and work areas on a daily basis for contraband and to prevent pilferage. Handle inmate incidents, be alert for escape attempts or devices, and maintain control of all keys. Submit required reports regarding inmate misconduct/incidents to CRCI Administration.

20%	Maintain strict time control of food preparation to ensure progressive cooking methods result in minimal waste. Frequent monitoring of preparation methods to insure all products have a pleasant taste and appearance and are ready on time.
10%	Instruct inmate work crew in procedures for maintaining a high degree of sanitation in the work areas, and in the operation, care and cleaning of all equipment. Instruct inmates in use of cleaning chemicals and personal safety in the Food Services Section.
5%	Establish a solid work assignment plan for inmate workers insuring that each inmate is rotated and trained to become familiar with more than one job assignment.
5%	Consult daily with supervisors and co-workers on menu and diet requirements, menu changes and to discuss problem areas.
5%	Other duties as assigned by supervisor.
	Follow DOC rules and procedures. Follow all CRCI procedures.

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#### **SECTION 4. WORKING CONDITIONS**

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

This position works inside a secure adult correctional prison and may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. Inherent custodial duties include the responsibility for handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document occurring unusual incidents.

This position is subject to callback to the prison in the event of an emergency, and is subject to assignment in any position in the institution.

High noise level at all times, extreme variations in temperatures, stands and walks for long periods of time on concrete floors, and required to bend for searches. Employee deals with wet and slippery floors and with inmates on a daily basis. Employee may be required to drive on an occasional basis.

This position is included in the Police and Firemen Retirement System.

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#### **SECTION 5. GUIDELINES**

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**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

State/County Health Code  
 DOC Rules and Procedures  
 CRCI Procedures  
 AFSCME Bargaining Agreement  
 Diet Manuals  
 Recipe cards and books

**b. How are these guidelines used?**

Used as guides and reference material necessary to perform the duties required of the incumbent in this position to security and operation requirements.

**SECTION 6. WORK CONTACTS**

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Supervisor	In Person/Telephone	Request/Provide Information	Daily
Security Staff	In Person/Telephone	Request/Provide Information	Daily
Inmates	In Person	Assign duties, maintain security, Handles complaints	Daily

**SECTION 7. POSITION RELATED DECISION MAKING**

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Hires and trains inmate workers, approves or disapproves methods of preparation and operation. Makes security related decisions and inspects and approves the serving of all food items. The decisions made by the incumbent in this position can affect the health and safety of all inmates and staff.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Food Services Manager	9711.840	On going review by personal observation, input from inmates and staff regarding quality and quantity of food being served.	Daily/Annually	To monitor performance, identify and eliminate potential problem areas, recognize

achievement.

**SECTION 9. OVERSIGHT FUNCTIONS**

a. How many employees are directly supervised by this position? 0  
How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification

Employee must be skilled in use of tools and equipment normally used in kitchen or bakery operation. Proper knowledge of methods and sanitation requirements for equipment maintenance required.

This employee has inherent responsibility for security of the institution through custody and control of inmates. Specifically, this responsibility includes personally handling inmate incidents in the employee's immediate work area, preventing escapes from confinement by proper control of keys, tools and contraband, documenting unusual incidents as they occur and ensuring subordinate staff does the same.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

-Valid driver's license or acceptable means of alternate transportation

Differential- Mr. Teran will be receiving the Spanish bilingual differential.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

NA		
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**SECTION 11. ORGANIZATIONAL CHART**

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Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

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**SECTION 12. SIGNATURES**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Appointing Authority Signature

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Date