



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
01/25/2016

Agency: Oregon Department of Corrections

Facility: Snake River Correctional Institution

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: Principal Executive Manager B
b. Classification No: X7002
c. Effective Date: 07/01/1997
d. Position No:
e. Working Title: Assistant Food Services Manager
f. Agency No: 29100
g. Section Title: Food Services
h. Employee Name:
i. Work Location (City - County): Ontario-Malheur
j. Supervisor Name (optional): Jerry Timblin
k. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share
l. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
m. Eligible for Overtime: Yes 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.

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.

The Department of Corrections at Snake River Correctional Institution is a 538-acre site located in southeastern Oregon 7 miles northwest of Ontario. The 1,025,000 square foot facility valued at \$217,000,000 houses 3,150 inmates with approximately 890 staff, 90 contractors and 175 volunteers

managing and supporting the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the department's mission. The majority of the 1,025,000 square feet of buildings are located within a 103-acre secure perimeter, which contains all but 194 of the 3,150 inmates housed at the institution. The 194 minimum security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are 3 housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there are the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds. The daily provision of essential food, medical treatment, clothing, safe living environment, and full time meaningful work must be maintained by the institution. Self-improvement and rehabilitative opportunities for the inmates are provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time activities. The mission of the Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

This position exists within the Food Services section of SRCI.

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:

The Assistant Food Services Manager works under the Food Services Manager and provides direct oversight to daily food service operations throughout the facility. This position supervises the Food Service Coordinators and inmates in the performance of their duties to accomplish the tasks and objectives of the Food Service Program in a secure and effective manner; ensures high standards are set and attained in the areas of food quality, sanitation, safety, and employee conduct.

The incumbent discharges this responsibility under law, rule, operational procedure, policy direction and supervision from the Food Service Manager of the Snake River Correctional Institution; this is accomplished by developing and maintaining ongoing communication with employees, contract staff, community members and others in order to promote and achieve the Department's mission.

SECTION 3. DESCRIPTION OF DUTIES

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
50%	R	E	<p>Administrative Duties: Assumes position of Food Service Manager in his/her absence.</p> <p>Provides input to institution management team through committee participation during regular scheduled meetings.</p> <p>Ensures all security procedures are enforced; reviews and approves discipline of all Food Service inmate workers, including disciplinary reports and sanctions.</p> <p>Prepares work schedules for subordinate staff, processes leave requests, monitors staff attendance, serve as section payroll timekeeper.</p>

			<p>Reviews menus; plans, directs, trains and supervises staff employees and inmate workers in the preparation and service of all meals in the institution. This includes work assignments, inspections and general supervision of all food service operations and establishes sectional directives. May act as a liaison between the Oregon Department of Corrections within the community to facilitate special projects and events.</p> <p>Seeks and maintains standards of excellence in staff performance; assures ongoing annual evaluations of staff performance are completed; reviews work habits and job performance of all subordinate Food Service staff. Conducts counseling sessions when necessary and makes specific recommendations for improvement. Prepares and reviews work plans and performance appraisals.</p> <p>Ensures all staff (existing and newly hired) receive special training and are developed through job assignments, mentoring, and other means available to assure a flexible, well-prepared workforce.</p>
40%	R	E	<p>Operational Duties: Inspects all food preparation and storage areas to ensure compliance with safety, security and sanitation requirements. Checks food items for acceptability and palatability, insures that sufficient quantities are prepared to meet all feeding requirements. Makes meal and menu substitutions as needed.</p>
10%	R	E	<p>Related Duties: Other duties as assigned.</p>

SECTION 4. WORKING CONDITIONS

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

SRCI is a tobacco free facility, tobacco products are prohibited inside state agency building and on state agency grounds.

Work is performed in a prison, housing maximum, close, medium and minimum security inmates. The inmates have the potential of becoming angry, hostile, abusive and aggressive which may increase the risk of employees to encounter physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

SRCI has over 1 million square feet of building space; walking long distances to get to a work station to perform the work will be required.

All employees are required to use a computer for E-mail and related inmate work systems in the regular performance of their duties.

May be required to work weekends and/or holidays, as necessary and/or required; daily work in a highly active and noisy area with the need for work to be completed on schedule.

SECTION 5. GUIDELINES

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

- Department of Corrections Rules and Procedures
- SRCI Procedures and Post Orders
- Department of Administrative Services Policies
- Oregon Revised Statutes
- Collective Bargaining Agreements
- Federal and State Health and Sanitation Requirements Governing Food Service Operations
- State of Oregon Purchasing Procedures Regarding Contract and Price Agreements
- Computer and Software Equipment Manuals
- American Diabetic Association Handbook on Clinical and Therapeutic Diets

b. How are these guidelines used?

These guidelines are used as references to provide parameters within which judgments and decisions are made regarding work and program activities; to ensure uniformity and consistency in decision making and to ensure meeting legal requirements. Equipment manuals and computer manuals are used for references and proper operation of equipment.

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>			
DOC Administration	Person/Phone/Fax/Email/Written	Give/Receive Information	As Needed
SRCI Administrators	Person/Phone/Fax/Email/Written	Give/Receive Information/Problem Resolution	Daily
Other SRCI/ODOC Staff	Person/Phone/Email/Written	Give/Receive Information/Problem Resolution	Daily
Staff	Person/Phone/Written	Work Requests	As Needed
Vendors	Person/Phone/Fax/Written	Procure Services & Supplies	Daily/Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions in the repair or replacement of vehicles or motorized equipment. Assists supervisors in decisions regarding replacement of equipment beyond repair.

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>				
(PEM-D)Food	9512212	Observation and Consultation	Daily	Gain knowledge about

Services Manager				progress on various issues/operations, develop solutions to problems and provide employee with direction.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 24
 How many employees are supervised through a subordinate supervisor? 0

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

Conducts daily tours of all assigned areas; performs related/similar work as required; subject to emergency calls seven days weekly, twenty-four hours per day; interfaces with convicted felons daily. Employee must possess basic knowledge of the principles, practices and techniques of supervision. Employee must have skill in communicating in writing and in oral expression.

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

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

SECTION 11. ORGANIZATIONAL CHART

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.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date