STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/7/11

This position is:
- ☐ Classified
- ☐ Unclassified
  - ☐ Executive Service
- ☒ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Department of Corrections

Facility: Deer Ridge Correctional Institution

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Principal Executive Mgr. D	**b.** Classification No:	X7006
c. Effective Date:		**d.** Position No:	0500487
e. Working Title:	Food Service Manager	**f.** Agency No:	29100
g. Section Title:	Food Service Manager	**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	
k. Work Location (City – County):	Madras/Jefferson		
l. Supervisor Name (Optional):	Richard Ackley		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☒ Executive ☐ Professional ☐ Administrative

o. 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.

Deer Ridge Correctional Institution is a 2000 bed state prison located on approximately 200 acres of a 453 acre site. DRCI is four miles east of Madras in Jefferson County. Prison operations include: 1227 bed adult men's medium security facility and a 773 bed adult men's minimum security facility. The minimum security unit is located outside the secure perimeter of the medium security institution, within a separate fenced compound. The unit provides dormitory-style housing for 760 incarcerated men classified as minimum custody to include general population inmates and inmates in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two work units, one for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates includes adult basic education, workforce training, Life Skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments and community service work crews. Co-located with the minimum facility the 1227 bed medium security facility includes areas for inmate housing, work and education programs, health services, food services, physical plant, warehouse and storage, vehicle maintenance, administration and other related functions and programs.

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 purpose of the Food Manager's position is to direct the Food Services program in a manner that will provide the best service possible within budgetary constraints. This position will have direct supervision over all assigned staff and will authorize all purchases related to this program. This position will be responsible for budget monitoring, calculation and oversight; and provides information and recommendations to the Central Administration concerning program improvement and operational matters related to food services.

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.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
30 %		E	Determines food equipment and supplies required. Purchases and requisitions required items for all units served. Supervises the establishing of all food issue factors, controls all distribution, and conducts inspections of all facilities. Purchase produce and coordinate billing and storage with Central Distribution Center. Will be an active participant in the statewide Food Manager's meetings.
30%		E	Plans, organizes, and directs all Food Service programs within the main institution and its auxiliary feeding facilities within budgetary limitations. Selects, orients, trains, and assigns Food Service employees ensuring adequate staff are available to supervise inmate work crews. Ensures sound security practices are in place, established security procedures are followed, and ODOC rules and policies are consistently enforced
20%		E	Assigns and maintains inventory, accounting, food cost reports and all required related reports. Prepare and submit food supply and budget projections for all DRCI controlled food programs. Insures the accurate and timely handling of all personnel matters to include time records, work schedules, work planning, performance appraisals, and counseling. Adheres to personnel division rules and collective contract provisions. Monitors expenditures of all institution's food programs
10%		E	Develops and implements work methods and procedures for the most efficient operation of the Food Service section. Monitors food preparation areas to insure that nutrition and sanitation requirements are met. Observe

			the work performance of all Food Service employees to accurately and efficiently evaluate the Food Service program and make whatever changes are needed
5%		E	Ensures that a running log of all safety and sanitation needs are maintained of the section along with all needed repairs, working closely with the Physical Plant Manager to insure timely completion of all projects and ordering of necessary parts
5%		E	Will participate as a member of the Institution Operations Committee and assist in decision- making concerning operation of the institution as necessary, and represent the Food Service section in any changes affecting its operation
100%		E	Will role model and demonstrate responsibility, integrity, teamwork, respecting others, constructive change and the participation of all. Actively solicits and engages diverse groups in program planning and implementation

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.

High noise levels, extreme temperature changes, hostile work environment, supervise and control inmate behavior on a daily basis. Hostile and angry inmates, potential for staff injury is possible at any time, and potentially harmful chemicals.

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.

State Health Code, Department of Corrections Rules and Policies, DRCI Procedures, Diet Manuals, Food Service Guidelines and Publications, Collective Bargaining Agreement, recipe cards and books.

b. How are these guidelines used?

Used as guides and reference material necessary to perform the duties assigned.

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?

***Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

Other Government	In person/telephone	Compliance/Issues	Periodic
Security Staff	In person/telephone	Maintain/Enhance Security	Daily
ODOC Staff	In person/telephone	Purchasing/Accounting/Etc.	Daily
Vendors	In person/telephone	Price/Product Information/Sample Testing and evaluation	Daily

Inmates	In person	Training and Supervision	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Locate/procure food for DRCI. Will approve/disapprove menu changes for DRCI, keep menus current; methods of preparation, meal quality, storage, and sanitation procedures. Directly affects health and attitude of inmates served. Responsible for employee discipline, approves leave requests, and assigns work. Directly affects staff morale, attitude and behavior of inmate workers

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Superintendent		Through written or verbal contact visual inspections	Daily	To ensure smooth operation, to ensure quality standards are met

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 5

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- ☒ Plan work
- ☒ Assigns work
- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards
- ☒ Coordinates schedules
- ☐ Hires and discharges
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ 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:

The individual in this position must be highly skilled in food preparation and storage techniques on a large scale. Staff must be knowledgeable and trained in security procedures and effectively able to supervise and communicate with both staff and inmates. Must have the ability to develop and present effective training in acceptable Food Service practices; must have procurement/logistic knowledge on departmental level.

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

Operating Area	Biennial Amount	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		
Food Services	$1,135,232	General Fund

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 _____