



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/15/09

Agency: Department of Corrections

Facility: Coffee Creek Correctional Facility

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>Principal Executive Manager D</u>	b. Classification No: <u>X7006</u>
c. Effective Date: _____	d. Position No: <u>9912063</u>
e. Working Title: <u>Food Services Manager</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Food Services - General Services</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Wilsonville - Washington</u>	
j. Supervisor Name (optional): <u>Forrest Lyons, Assistant Superintendent General Services</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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative	m. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" 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.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinates by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two inmate

living buildings; one is for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The OAM depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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.

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
30%	NC	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%	NC	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%	NC	E	Assigns and maintains inventory, accounting, food cost reports and all required related reports. Prepare and submit food supply and budget projections for all CCCF 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%	NC	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. Ensures adequate food supply on hand for emergencies, special functions.
5%	NC	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%	NC	E	Will role model and demonstrate responsibility, integrity, teamwork, respecting others, constructive change and the participation of all. 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. Serve as Facility Officer of the Day. In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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.

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?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
Other Government Agencies	In Person/Phone/E-mail/Correspondence	Compliance, resolve issues, information sharing	As Needed
ODOC Staff	In Person/Phone/E-mail/Correspondence	Maintain/enhance security, purchasing, accounting, information sharing, resolve issues	Daily
Vendors	In Person/Phone/E-mail/Correspondence	Price/product information, sample testing, and evaluation	Daily
Inmates	In Person/Correspondence	Training, supervision, resolve issues, information sharing	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Will locate/procure food for CCCF. Will approve/disapprove menu changes for CCCF, 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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
Assist. Supt. of General Services, PEM F	9912059	Visual inspection, reports, taste testing products	Daily	Ensure product quality meets standards, sanitation and security requirements

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 2
- How many employees are supervised through a subordinate supervisor? 15

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 checked="" 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

The individual in this position must be highly skilled in food preparation and storage techniques on a large scale. Must be knowledgeable and trained in security procedures. Effectively able to supervise and communicate with both staff and inmates. 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 (\$00000.00)	Fund Type
Food Services	\$4, 768, 669	General

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