



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/04/2016

Agency: Oregon Department of Corrections

Facility: Warner Creek Correctional Facility

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[x] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Exec Manager B
b. Classification No: X7002
c. Effective Date: September 1, 2005
d. Position No: 0500245
e. Working Title: Food Service Manager
f. Agency No: 29100
g. Section Title: Food Services
h. Budget Auth No: 000931830
i. Employee Name:
j. Repr. Code: MMS
k. Work Location (City - County): Lakeview - Lake
l. Supervisor Name (Optional): David Hammonds, General Services Manager
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [x] Administrative
o. Eligible for Overtime: [] Yes [x] 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.

Warner Creek Correctional Facility (WCCF) is a 400-bed minimum-security correctional facility housing male adults in custody. The facility provides a full range of correctional services and programs, which directly support the Department of Corrections primary mission. These include: (1) Transition programs, Basic adult education, life skills and job readiness training. (2) The facility employs approximately 102 FTE general funded staff. WCCF has a strong "community oriented" programming for the adults in custody and utilizes a large number of community volunteers in its programs.

The Food Service program at WCCF 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 the adults in custody 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 facility.

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 this position is to direct the Food Services program in a manner that will provide the best service possible within budgetary constraints.

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with 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 ODOC 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 the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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
35 %	NC	E	<p>Determines food equipment, supplies and resources required. Purchase all supplies and coordinate billing and storage with Central Distribution Center. Will be an active participant in the statewide Food Manager’s meetings.</p> <p>Develops, implements and conducts ongoing assessments of work methods and procedures for the most efficient operation of the Food Service section. Responsible for compliance with annual Food Service and Security audit standards. Develop, monitor and ensure compliance with Federal, State and local law regarding food safety and sanitation requirements. 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.</p> <p>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 General Services Manager to insure timely completion of all projects and ordering of necessary parts.</p>
20%	R	E	<p>Plans, organizes, and directs all Food Service programs. Ensure all Food Service Coordinators are trained in proper quality, quantity and production expectations. Ensures sound security practices are in place, established security procedures are followed, and ODOC rules and policies are consistently enforced.</p>
20%	NC	E	<p>Performs supervisory functions by interviewing, selecting, training, directing, mentoring and evaluating subordinate staff. 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. Meets on a regular basis with the union and works closely with them to ensure staff issues are resolved in an appropriate manner.</p> <p>Establishes and monitors an inmate training program for all inmate workers in the Food Services area. Ensures adequate staff is available to supervise inmate work crews.</p>
15%	NC	E	<p>Assigns and maintains inventory, accounting, food cost reports and all required related reports. Prepare and submit food supply and budget projections for all WCCF controlled food programs. Monitors expenditures of all facility food programs. Responsible to oversee department budget and manage spending with the facility budget limitations.</p>

			Responsible for overseeing Food Service programs to include the facility gardening program, catering, canteen/warehouse, Inmate Food Handler program and Lake County jail meals.
5%	R	E	Attends meetings, serves on committees and attends required training. Will serve as a back-up for the General Services Manager on an as needed basis. All other duties as assigned.
5%	R	E	Will participate as a member of the WCCF Executive Team and assist in decision making concerning operation of the facility as necessary, and represent the Food Service section in any changes affecting its operation.
100%	R	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.

This employee works inside a secure adult correctional facility. Inherent custodial duties include the responsibility for personally handling inmate incidents in the employee's immediate work area. This employee is responsible to prevent escapes from confinement by proper control of keys, tools and contraband and documenting the unusual incidents as they occur. Possible encounters with abusive inmates pose the risk of physical injury. The employee is subject to call back in the event of an emergency at which time he/she would be placed in any post in the institution. During a 'work stoppage' he/she would be required to fill a post assigned in the institution.

Position requires walking on uneven terrain and during inclement weather, climbing stairs/ladders, ability to access roof, crawl spaces, etc., to physically inspect a facility, grounds, outbuildings and vehicles for safety, health and hygiene compliance. Position requires lifting (i.e. fire extinguisher) and handling of or exposure to hazardous materials, health/bio hazards, fire hazards, electrical hazards, etc. Position requires attendance at meetings and/or training as required by DOC or institution administration. This position may require physical exertion to respond to inmates' 'out-of-control' behavior; restrain an inmate break up a fight and/or come to the aid or defense of another person.

This employee is a member of an office team where conversations and paperwork are sensitive in nature. This employee must have the ability to keep this information confidential.

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 and County Health Code, Oregon Department of Corrections Rules and Policies, WCCF Procedures, Diet Manuals, Food Service Guidelines and Publications, AFSCME 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
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
General Public	In person/telephone	Questions/information	Periodic
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 WCCF. Will approve/disapprove menu changes for WCCF, 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 cursor at end of a row (outside table) and hit "Enter".</i>				
General Services Manager/PEM C		Through written or verbal contact visual inspections	Daily	To ensure smooth operation, to ensure quality standards are met

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 6

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 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. 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
<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	\$2,074,060.00	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