



# STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:  
May 6, 2021

Agency: Oregon Youth Authority

Facility/Operational Area: Central

New  Revised

### This position is (Service Type):

- Classified (C)
  - Unclassified (U)
    - Executive Service (Z)
      - Supervisory
      - Non-Supervisory
  - Management Service (X)
    - Mgmt Svc - Supervisory (MMS)
    - Mgmt Svc - Managerial (MMN)
    - Mgmt Svc - Confidential (MMC)

## SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Nutrition Consultant</u></p> <p>c. Effective (Established) Date: <u>July 1, 2009</u></p> <p>e. Working Title: <u>Food Services Coordinator</u></p> <p>g. Section Title: <u>Facility Services</u></p> <p>i. Employee Name: <u>Vacant</u></p> <p>k. Work Location (City/County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>Denessa Martin</u></p> <p>m. 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</p> <p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p> <p style="margin-left: 100px;">If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative</p>	<p>b. Classification No: <u>X5955</u></p> <p>d. Position No: <u>0707236</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: <u>000991530</u></p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC)  <input type="checkbox"/> SEIU (OXNI)  <input checked="" type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:  Yes  No

**ORS 238.005(19)(t)** Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

**OR**

**ORS 238.005(19)(u)** Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.  Yes  No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18<sup>th</sup> birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

## 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.**

Facility Services provides both secure and transitional environments that ensure public safety and provide accountability and reformation opportunities to youth who represent an unacceptable risk in the community.

Facility Services includes nine (9) close custody facilities located in communities across Oregon that provide the highest level of security, range in size and function, and provide a continuum of evidence based services established to prepare youth for return to the community with a lower risk to re-offend. Youth generally live in units of 25 youth, with many of the reformation and treatment activities conducted in these units.

OYA facilities offer a full range of supportive services for youth. These include mental health interventions and counseling, treatment for victims of abuse, physical and dental health care, religious/spiritual services, recreational programs and work experience.

Founded on the principles of personal responsibility, accountability, and reformation, these facilities provide high security, intensive accountability, and treatment designed to meet the specific reformation needs of youth while protecting the public from further criminal behavior. A continuum of reformation and rehabilitative services are provided both by OYA employees and contracted providers from the private sector.

- 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 act as a principal advisor for food service programs. It oversees, participates and expands, where possible, the food spot market purchase program, as well as pursuing bulk purchasing and other efficiencies to effectively control expenditures related to food service operations. Monitors institutional food service expenditures and keeps superiors informed of issues; provides input on appropriate funding and costs for budget preparation. Ensures menu certification is maintained as mandated in operations manual and according to state rules and regulations, and provides information and recommendations to the Assistant Director of Facilities and Business Services concerning program improvement and operational matters related to food services.

### SECTION 3. DESCRIPTION OF DUTIES

*Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:*

*Perform position duties in a manner that aligns with the agency's core values and 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 positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.*

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.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

% of Time	N/R/NC	E/NE	DUTIES
40%	R	E	Administers the functions of the OYA Food Service Program, which includes statewide guidance and information sharing to institution facility administrators that supervise the Kitchen Supervisors. Facility kitchens provide meals to an average daily population of approximately 650 youth. Essential functions include creating master menus, recipes and product specifications for OYA facilities that meet the requirements for School Breakfast, School Lunch and Afterschool Snack Programs. Assists facility food service managers to implement new recipes, to customize the master menu to specific facility needs and to assure the operational requirements for School Nutrition Programs are in place. Implements and maintains nutrition and food service software, PrimeroEdge, for inventory control, purchasing, production, recipe quantification, menu planning, costing and nutritional analysis. Trains facility food service staff on utilization of software functions. Provides advice to Facility Administration and Maintenance Manager on food, equipment and supplies necessary to maintain food service operations throughout the OYA.
15%	R	E	<b><u>Distribution and Procurement</u></b>

% of Time	N/R/NC	E/NE	DUTIES
			<p>Monitors the Agency's procurement of food and supplies through product research and specification to meet School Nutrition, menu requirements and budgetary constraints. Coaches and trains new facility food service managers in sound purchasing practices, including weekly inventory and declining balance worksheets. Works closely with vendors to achieve best purchasing and distribution practices.</p> <p>Assures compliance with State price agreements, interagency contracts and appropriate purchasing practices. Monitors and approves purchasing activities through VISA and purchases orders.</p>
10%	R	E	<p><b><u>Effective and Efficient Operations</u></b>  Actively improve distribution services logistical operation. Explore new and innovative ideas to standardize and/or centralize products that ultimately reduce agency wide costs. Develop new partnerships with outside agencies and promote statewide efficiencies. Conduct thorough research and document proposals to show true savings, cost/benefits and total cost of ownership. Present findings to Assistant Director of Business Services and work closely with other team members and stakeholders to move concept into action.</p>
5%	R	E	<p><b><u>Safety and Sanitation</u></b>  Assists in the development of procedures for safety and sanitation in the facilities food service areas. Monitors completion and corrective action for all facility County health inspections bi-annually. Ensures all federal, state, and local requirements are met or exceeded. Coordinates training to ensure a safe environment for staff and youth.</p>
15%	R	E	<p><b><u>Fiscal Accountability</u></b>  Monitors statewide food services food and supply cost against authorized budget levels. Identifies and implements economies and efficiencies in operations. Advises Facility Administration on overall food service budget management on an as needed basis. Completes monthly reports on assigned programs. Advises on the purchase of non-expendable property for food service operations.</p>
10%	R	E	<p><b><u>Program Planning</u></b>  Responsible for planning and development of long-range program objectives and short-term operational goals for nutritional services within the agency.</p> <p>Serves as consultant for internal and external partners related to food service. Ensures menu certification is maintained as mandated in operations manual and according to state rules and regulations, and provides information and recommendations to the Facility Services Administration, through annual audits, concerning program improvement and operational matters related to food services.</p>
5%	R	E	<p><b><u>Staff Training</u></b>  Provides group and individual training and consultation to food service managers and their staff; informs staff at these trainings on department</p>

% of Time	N/R/NC	E/NE	DUTIES
			<p>regulations, standards and operating policies; and identifies areas of training needs.</p> <p>Plans and coordinates all aspects of two day annual statewide Nutrition Services training/meeting.</p> <p>Completes all other special duties/assignments using team-member approach and ensures adherence to all due dates and time lines.</p>
100%			

#### 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.**

General knowledge of personnel practices and current collective bargaining agreements; DAS and OYA purchasing rules and procedures; food service operations including menu planning, market conditions, and nutritional requirements; personal computer skills, with intense skill in operating and understanding the financial management system; skills in written and oral communication; ability to facilitate and coordinate special projects; ability to complete necessary tasks in a timely manner with emphasis on thoroughness; strong customer service focus and management skills. Daily contact with youth who exhibit hostile and assaultive behavior.

This position is located may be located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control and supervision of youth.

Staff is expected to be a positive example and role model for other staff and youth. The staff is expected to be supportive toward OYA, Policies and procedures. Being a positive role model includes but is not limited to: reliability; dependability; regular and punctual attendance in order to provide consistent services and provide public safety, neat personal appearance, treating all humans with respect, and being a law-abiding citizen. All OYA employees are expected to support the values and mission of the agency. Each employee is to provide a positive, affirming environment which values their fellow employee and the people they serve.

Occasionally exposed to high noise levels, extreme temperature changes, hostile work environment including angry youth, may be exposed to harmful chemicals. Lifting of heavy food containers and objects up to 50 pounds, changing hot and cold environment, walking and standing long periods, stooping, bending, and maneuvering food carts.

Use of chemicals and disinfectants.

Occasional exposure to adverse weather and environmental conditions.

Facility and grounds are tobacco free.

Respond to crisis, emergencies and concerns related to operations of the facility on a 24 hour basis.

Some travel is required. Must have valid driver license or acceptable means of transportation. May require some overnight travel.

## 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.

Oregon Attorney General's Model Public Contracting Rules  
 Oregon Revised Statutes and Oregon Administrative Rules  
 State and County health rules and regulations and administrative procedures  
 OYA Policies, Rules and Procedures  
 USDA – Federal lunch program guidelines  
 Safety standards – OSHA rules  
 Labor Contracts  
 OYA Mission and Values

b. How are these guidelines used?

These guidelines serve as instruments in defining procedures and terms to be followed to conserve and protect State owned property acquired from expenditures of appropriated funds, or from other applicable sources, and outline reports required to satisfy Legislative mandates.

## SECTION 6. WORK CONTACTS

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

*Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Who Contacted	How	Purpose	How On
OYA primary staff	Phone/Person/E-mail	Information/Meetings/Questions	Routine
Youth in facilitates	Person	Supervise/instruct	As needed
Maintenance Personnel	Phone/Person/E-mail	Information/Meetings/Questions	As needed
Medical Personnel	Phone/Person/E-mail	Information/Meetings/Questions	As needed
Agency Heads and Representative Staff	Phone/Person/E-mail	Information/Meetings/Questions	Routine
Vendors	Phone/Person/E-mail	Information/Meetings/Questions	As needed
Food Service Mgrs & Supervising Cooks	Phone/Person/E-mail	Information/Meetings/Questions	As needed
Cooks	Phone/Person/E-mail	Information/Meetings/Questions	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made in prioritizing job assignments to minimize any conflict in achieving objectives outlined by Statute, and/or prescribed by governing Rules, Policies and Procedures. Ensures compliance with Child Nutrition Program standards. Effectiveness of decision making will be measured by audit findings, monthly reports, annual inventories, reconciliation's of account balances and fiscal year end reports. Locates/procures food products within DAS purchasing agreement, coordinated purchasing with Department of Corrections, locating spot buys; approves/disapproves central menu changes, keeps menu certification current;



understands methods of food preparation, meal quality, storage, and sanitation procedures having a direct effect of staff and youth morale, attitude and behavior.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of this position?**

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
PE/M F	0795812	In person/Phone/E-mail	As needed	Ensure food service operations accomplish the objectives and goals mandated by OYA.
PE/M H	0303511	In person/Phone/E-mail	As needed	Report on operation issues and objectives.

**SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- 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 and 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:

Maintains high skill levels in food preparation and storage techniques on a large scale. Education or work experience related to Food Systems Management and Dietitian required.

Must be knowledgeable and trained in security procedures. Must be able to effectively communicate with staff and youth. Must have the ability to develop, plan, and conduct training in acceptable food services practices. Must have procurement/logistic knowledge on departmental level. Possess data processing skills. Employee reports to Assistant Director for Facility Services.

This is a highly visible position to both youth and staff and the person in it is expected to be a positive role model at all times.

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

**Note:** If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

**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