

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Corrections Food Service Manager

Job Code: 8610

Pay Grade: 41

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This position is responsible for planning, organizing and supervising the preparation and serving of food in a correctional institution, training of corrections cooks, training and supervision of youth assigned to assist in the kitchen, and maintaining security and custody of detained youth.

ESSENTIAL FUNCTIONS:

- Manages the day to day operations of the kitchen, scheduling and preparing food on a large volume basis.
- Prepares menus that meet the requirements for nutrition, calories, dietary needs, and quantity.
- Provides appetizing meals, utilizing cost effective methods, to a diverse population with specific meal needs.
- Oversees the preparation of regular and special diet foods according to prescribed menus and recipes.
- Inspects the kitchen facilities, equipment, and operations to ensure compliance with state and federal regulations regarding food preparation, health and safety, cleanliness, service and storage.
- Supervises the kitchen staff as they prepare meals, interpret recipes, have questions, and provides training and support as needed.
- Participates in employment interviews and the selection process of hiring employees, provides training, conducts performance appraisals, employee counseling, and recommendations for discipline/terminations.
- Establishes clear policies and procedures in the kitchen to ensure safety and security are maintained at the highest level for detainees and staff. Ensures staff follows operating instructions and schedules regular preventative maintenance on food services equipment to minimize breakdowns and repairs.
- Negotiates vendor contracts for food, supplies and services and recommends the purchase of food service equipment and/or large scale items when necessary.
- Monitors the inventory of foods and other supplies to minimize spoilage and the loss of foods based on expiration dates. Develops procedures and monitors the disposal of unused foods.
- Inspects all invoices for accuracy and verifies deliveries prior to authorizing payment.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Adheres to National Commission on Correctional Health Care accreditation standards when preparing food menus, managing the large scale food preparation, monitoring the safety of staff, overseeing the operation of food service equipment and monitoring the inventory levels of foods for spoilage and expiration.
- Maintains files and records of food purchases, such as quantities, menus prepared, equipment maintenance, and other activities to prepare reports and submit to the division director.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practices of large-scale food menu planning, food preparation equipment, safety procedures, and food handling.
- Must acquire the knowledge of operational guidelines and best practices as expected by the Arizona Office of Corrections in a reasonable period of time.
- Must have knowledge of the National Commission on Correctional Health Care (NCCHC) Standards for juvenile facilities.
- Must have a good knowledge of the selection, training, supervision, and evaluation of employees.
- Must have knowledge and skills in the principles and practices of effective leadership, supervision, employee development, team building, and administrative duties, such as budget administration.
- Must have the skills to manage a staff responsible for institutional, large scale food preparation, menu planning, and health and safety.
- Must have the skills to operate a desktop computer and work with Microsoft Office software.
- Must have the ability to gather and analyze data, prepare analytical reports, provide information in a presentation format, and offer objective solutions.
- Must have the ability to communicate effectively with a wide variety of court employees, detention staff, court administration, division directors, detainees and families, community agencies, and the general public.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent G.E.D. certificate and five years of progressively responsible experience in large-scale food preparation, or institutional food preparation, including a minimum of one year of experience as a supervisor. OR the equivalent combination of experience, training and/or education as approved by Human Resources.

LICENSES AND CERTIFICATES:

None required. It is preferred that the incumbent acquires certifications with the National Registry of Food Safety Professionals and Serving It Safe, both prominent industry certifications.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Performs the majority of work duties and responsibilities in an office environment. At times, to manage the day-to-day operations, the incumbent will walk and stand for periods of time overseeing and/or assisting with food preparation. Required to lift materials up to 25 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Detention Division Director. Performs duties and responsibilities under limited supervision and supervises correction cooks and detention detainees.

Date:

Revised: 11/22/04, 07/01/05, 10/26/07; 12/23/08, 4/17/09