

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## PIMA COUNTY JUVENILE COURT



### Job Description

**Job Title:** Manager, Detention Support Services  
**Job Code:** 8625  
**Pay Grade:** 45  
**FLSA Status:** Exempt

#### PURPOSE OF CLASSIFICATION:

This position is responsible for planning, organizing and supervising food services and laundry services in a correctional institution, training of corrections cooks and laundry attendants, training and supervision of youth assigned to assist in the kitchen and/or laundry, maintaining security and custody of detained youth, and performing related work as required.

#### ESSENTIAL FUNCTIONS:

- Manages the day to day operations of the kitchen, scheduling and preparing food on a large and small volume basis.
- Manages the day to day operations of laundry scheduling and services on a large and small 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 dietary needs.
- Oversees the preparation of regular and special diet foods according to prescribed menus and recipes.
- Oversees kitchen and laundry services including preparing requisitions, invoices, purchase orders, claims, funds transfer documents, routine correspondence, memos, reports, operations manuals, maintains accounts and inventories, and prepares other documents as required.
- Inspects the kitchen and laundry facilities, equipment, and operations to ensure compliance with state and federal regulations regarding food preparation, health and safety, cleanliness, service and storage.
- Supervises kitchen and laundry staff as they complete their meal preparations, interpreting recipes, laundry/sewing duties, answer questions, and provide 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 and laundry to ensure safety and security are maintained at the highest level for youth and staff. Ensures staff follows operating instructions, and schedules regular preventative maintenance on food and laundry/sewing services equipment to minimize breakdowns and repairs.
- Negotiates vendor contracts for food, youth clothing, sheets, blankets, other supplies and services; and recommends the purchase of food, laundry/sewing services equipment and/or large scale items when necessary.
- Monitors the inventory of foods, youth clothing, sheets, blankets, laundry/sewing supplies and other supplies to minimize spoilage and the loss of foods based on expiration dates. Develops procedures and monitors the disposal of unused foods.
- Assigns, reviews and evaluates the work of regular and intermittent laundry attendants.
- Updates monthly laundry schedule for distribution to the living units.

- Oversees service calls for repairs to laundry machine.
- Monitors the budget for food and laundry services, and inspects all invoices for accuracy and verifies deliveries prior to authorizing payment.
- Conducts regular staff meetings with cooks and laundry attendants.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Adheres to National Commission on Correctional Health Care accreditation standards when preparing food menus.
- Maintains files and records of food purchases, such as quantities, menus prepared, and laundry/sewing purchases, such as quantities, equipment maintenance, and other activities to prepare reports and submit to the division director.
- Acts as unit or department representative to various committee or working groups.
- Performs related duties and projects as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of large/small-scale food menu planning, food preparation, equipment maintenance, safety procedures for laundry/sewing, and food handling services.
- Must have a good knowledge of the recruitment, selection, training, supervision, and evaluation of employees.
- Must have the skills to manage a staff responsible for institutional, large/small scale food preparation, menu planning, laundry/sewing services, and the health and safety of staff.
- 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 ability to gather and analyze data, prepare analytical reports, provide information in a presentation format, and offer objective solutions.
- Must have the skills to operate a desktop computer and work with Microsoft Office software.
- Must have the ability to communicate effectively with a wide variety of court employees, detention staff, court administration, division directors, youth 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 work experience in large/small-scale food preparation, and/or institutional food preparation. Some experience in laundry/sewing is preferred; and a minimum of one year of experience as a supervisor. Or the equivalent amount of experience, education and/or a training as approved by human resources.

**LICENSES AND CERTIFICATES:**

None required.

**Preference:**

Post employment the incumbent is expected to acquire 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, stand, lift and push carts for periods of time overseeing and/or assisting with food preparation and laundry/sewing services. May be required to lift materials up to 25 lbs.

**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, laundry attendants and detained youth.

Date: 04/22/10

Revised:

Approved by: \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director, Human Resources

\_\_\_\_\_  
Date