

*****VACANT POSITION*****

DEPARTMENT: CORRECTIONAL INSTITUTION

SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION TO:

employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Food Service Supervisor (Position #1506)
Salary: Pay Grade 15; Hiring Rate based on \$38,196 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Flexible-days, nights, weekends and holidays; 12-hour shifts.
Some overtime required

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Must possess a High School diploma or state awarded GED; must be a P.O.S.T. certified Correctional Officer; must have at least two (2) years as a Correctional Officer or a comparable position, and experience supervising inmates (or equivalent); prefer experience in food service; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a current Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Under close to general supervision, leads offenders in the preparation, cooking, serving, storage and distribution of food for the correctional facility. Operates and maintains specialized food service equipment and performs general facility and equipment sanitation and maintenance on same. Performs related planning, scheduling, and records maintenance. Reports to the Food Service Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of law enforcement equipment, such as restraining devices and be licensed to operate a firearm. Must also be able to operate various kitchen appliances, including meat saw and slicer. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Performs duties related to the cooking, preparation and storage of food and beverage items, following safe food handling practices. Assembles, prepares, and cooks food according to daily menus, established procedures, and time frames. Maintains file of standardized recipes in the cooking area and follows standardized recipes in the preparation and cooking process. Maintains appropriate temperatures of hot and cold food prepared for serving. Stores food according to proper temperature guidelines and in appropriate area. Prepares kitchen for inspections/audits.

Supervises offenders in the preparation, cooking, distribution, serving and cleanup of food. Prepares monthly work schedules for inmates assigned to kitchen. Reviews and meets pre-established preparation schedules for assigned shift. Inspects food during preparation, cooking and storage to ensure recipes and established guidelines are being followed. Trains inmates in the proper handling, cooking and storage of food and in the proper utilization and maintenance of food preparation equipment. Instructs inmates/food service workers in appropriate personal hygiene and apparel, checking clothing and grooming to ensure the wearing of plastic gloves and hair restraints and the proper washing of hands.

Monitors inmate activities to ensure security of kitchen facilities. Makes sure kitchen is secure at all times. Escorts inmates to/from dorms and kitchen detail. Conducts random briefings with inmates to reinforce rules and regulations. Conducts daily counts of inmates assigned to kitchen. Conducts constant policing of work areas for any objects that may cause accidents. Conducts shakedown of inmates entering/leaving kitchen. Administers over-the-counter medication to inmates as needed while on assigned kitchen detail. Completes semi-annual work performance evaluations on inmates.

Performs the duties of Food Service Director in his/her absence. Knows how to access and interpret applicable manuals, records and reports and forwards to appropriate parties as applicable. Ensures that food preparation and sanitation procedures are in compliance with Georgia health codes, Department of Corrections rules and facility rules and procedures. Meets with sales representatives in absence of supervisor.

Leads inmates in the serving and distribution of food and in the setup and disassembly of dining areas. Oversees and participates in the setup of food and supplies in the designated serving and/or distribution area. Ensures food is served efficiently and in a courteous and attractive manner. Regularly follows safe food handling procedures and emphasizes to other food service workers and inmates the importance of this. Inspects food as it is being served to ensure portion control is being exercised. Oversees the replenishing of food supplies and the breakdown of the service area at the end of the shift. Ensures condiments and other items are placed on tables and removed for cleaning and restocking at the appropriate times.

Operates and maintains food service equipment and uses supplies appropriately. Immediately reports equipment maintenance needs to supervisor. Demonstrates thorough knowledge of equipment, its assembly, use and cleaning by operating and maintaining equipment according to manufacturers' specifications and established guidelines. Regularly performs and trains others to perform user preventive maintenance on food service equipment. Submits work orders for equipment repairs. Demonstrates cost awareness in the use of property and supplies. Maintains required documentation of issuance and return on all secured items as mandated. Maintains continuous inventory records of supplies to ensure well-stocked inventory levels. Supplies dorms with ice. Assists inmates in obtaining clothing and shoes. Assists in ordering food items as needed.

January 6, 2021
Ad1506b