

## CLASS SPECIFICATION



**CLASS:** Corrections Food Services Supervisor  
**ALLOCATION:** Probation & Sheriff's Department  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** July 2004  
**REVISED:** June 2019

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### **JOB SUMMARY:**

Under general supervision, plans, organizes, coordinates and oversees in the day-to-day operations and activities of a large institutional facilities kitchen; directs, trains, monitors and reviews the work of food service staff; coordinates the purchase, preparation and distribution of nutritional, properly prepared meals; ensures compliance with established sanitation and safety guidelines; provides for proper nutritional and meal requirements as mandated by State or Federal regulations; and performs related work as assigned.

This is the working supervisory level in the food service series for the County Jail or Juvenile Hall.

### **CLASS CHARACTERISTICS:**

This position reports to a Sheriff's Captain or Deputy Superintendent. This class is distinguished from the management classifications in that the latter has administrative or overall responsibility for a major functional division within the Probation or Sheriff's Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plan, coordinate, direct and oversee staff in meal preparation for a 24/7 institutional facility in accordance with department expectations and mandated rules and regulations; adhere to recipe and nutritional guidelines for regular and modified menu planning; devising and implementing recipes meeting nutritional guidelines (i.e. Child Nutrition Program).
- Supervise, review and evaluate the work of cooking and kitchen support staff; organize and assign work, set priorities and follow up to ensure timely completion; evaluate staff job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Recommend and assist in planning and implementation of goals, objectives, procedures and work standards for the food preparation and presentation; establish policies and procedures for food preparation, presentation and storage in compliance with federal and state mandated programs; and collaborate with department management.
- Assist with budget development, preparation and administration; monitor budget allocation; review and approve budget expenditures and purchases; identify and recommend staffing and equipment needs.
- Oversee purchasing of equipment and supplies; conduct and maintain inventory controls; identify and validate supply requests; obtain price quotes; contacts and negotiate with vendors; obtain approval and submit purchase orders for processing; order housekeeping supplies for the jail and clothing for detainees.
- Maintain production records and monitor cost control; maintain proper storage and rotation of supplies.
- Review food products delivered; determine and assure compliance to quantity and quality of product ordered; oversee and assist with food products and supply storage; update files and records of products received and products utilized.
- Plan, assign and assist food service staff in setting priorities in daily food preparation; direct the work of community and institutional volunteers participating in a vocational training program and instruct them in work procedures.
- Review and monitor food service lines; observe operations and activities; work with staff to keep food available, kitchen and dining areas orderly, cleaned and sanitary, food stored at the correct temperature and served in established portion size.
- Prepare and maintain a variety of detailed records, including USDA perpetual inventory records and reports regarding food prepared, cooking techniques and storage procedures.
- Monitor and maintain the security of responsible work areas and equipment; adjust and perform minor maintenance to a variety of large institutional cooking equipment.
- Direct and prepare a full range of meals, including special, medical or religious diets on a relief or as

needed basis; direct staff and volunteers in the techniques of food preparation, cooking and portioning, safe work procedures, and the use and minor maintenance of institutional cooking equipment.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May drive a personal or a County motor vehicle in order to pick up supplies.
- Use standard office equipment, including a computer, in the course of the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Federal, State and county laws related to detention facility policy and procedures, department policies and procedures and California standards pertaining to detention facilities.
- Cooking principles, methods and procedures, including high volume food production, presentation and proper sanitation and personal hygiene regulations.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and budget administration.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, training and discipline.
- Various machinery, equipment and tools associated with high volume meal preparation, food service and kitchen sanitation and its general maintenance.
- Safe work practices related to the work.
- Business arithmetic.
- Principles of inventory control, food and supply ordering and purchasing, and record keeping principles and practices.
- Use of competitive bidding from vendors to obtain quality foods at reasonable costs.

**Skill in:**

- Overseeing meal preparation in a large-scale institutional setting.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Planning, organizing, supervising, delegating, reviewing and evaluating the work of staff.
- Overseeing and training others in cooking and work procedures.
- Planning and ordering required food and supplies to meet projected need.
- Adjusting standard recipes by reducing or increasing the proportions to meet current production needs.
- Maintaining orderly and accurate records and preparing work related reports.
- Making accurate arithmetic calculations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Ability to:**

- Effectively communicate information and ideas in a manner others will understand, both in writing and verbally.
- Operate, clean and perform minor maintenance to large institutional food preparation and cooking equipment.
- Promote an atmosphere of teamwork and safety.
- Work within a team framework, both as a leader and a member.
- Organize own work, manage multiple tasks/projects/demands and meet critical deadlines.
- Interpret, apply, explain and follow laws, regulations, recipes and security protocols related to the work.
- Effectively interact with individuals of varying social, economic and ethnic backgrounds. Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Learn behavior patterns of incarcerated individuals, techniques of detainee control discipline protocols and grievance procedures.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or

without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment of (a typical institutional kitchen setting) and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; use institutional kitchen equipment and on a regular basis hand manipulation to cut and prepare food and repetitive simple grasping to open jars, cans and lifting heavy pans filled with food; and the stamina to stand and/or walk for an extended period of time.
- Mobility to drive a motor vehicle in order to pick up supplies.
- On an intermittent basis, bend, kneel, twist, reach, stoop and squat to lift pots and move food to different locations; climb on step-stool to reach food stored; and on a frequent basis strength to lift and carry materials up to 25 pounds and on an intermittent basis material weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Working conditions are typical detention facility settings; involves the potential for high stress levels and frequent exposure to loud noises and the potential of personal danger and/or hostile situations.
- Must work with a highly manipulative and psychologically challenging detainee/inmate population; must be able to maintain professional composure and effectiveness.
- Exposure to blood/air borne pathogens.
- Will be exposed to extremes in temperatures, steam, fumes, and odors from cooking; exposure to extreme temperatures and/or humidity. On an intermittent basis exposure to dust, gas, fumes or chemicals
- Work rotational shifts including evening, night, weekend and holiday shifts.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- Must have the ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain thereafter.
- Obtain and maintain CPR and First Aid certifications.
- Possess and maintain a valid California Food Manager Certification, Serve Safe Certification and/or Hazard Analysis Critical Control Point (HAACP) Certification for food service workers.

**Special Requirements:**

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.
- Will be required to file statements of economic interest with the Yuba County Clerk/Recorder
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school and four years of experience in large-scale institutional food preparation and volume cooking.

**PREFERRED:** In addition to the above minimum, completion of college level course work in nutrition or a related field; two years prior supervisory experience and administrative experience in large-scale institutional food preparation and volume cooking. If assigned to Juvenile Hall, possess knowledge of the California Department of Education Child Nutrition Program.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept. Approval:  
Date:

EEOC: H  
WC: 9420

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_