

FOOD SERVICES COORDINATOR

JOB PURPOSE AND SUMMARY

Responsible for daily meals for the adult work release center, maximum jail facility, and the juvenile detention center. Incumbents have considerable responsibility for instructing inmates in the kitchen area, and for coordinating inmate efforts toward the preparation and delivery of meals for all three facilities. Work includes a variety of tasks related to meal preparation, cleanup, and requires knowledge of food handling on a very large scale.

CLASSIFICATION DISTINCTIONS

This is a first line, journey level position of two in the Food Services job family line. Incumbents are responsible for performing food preparation of a substantive, as well as procedural, nature. The use of discretion and judgment is required in daily interaction with trustees and in applying appropriate guidelines, references and procedures. On the job training normally requires from 6 to 12 months before employees are capable of working without close supervision. This position reports to and works under the general supervision of the Food Services Supervisor.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Participate in all facets of food preparation and cleanup.
- Train, direct and evaluate trustees in the preparation of meals and the cleanup of food preparation areas.
- Train and instruct trustees in the use and safety of kitchen utensils and equipment.
- Inventory and prepare orders for foods and kitchen supplies as needed.
- Make initial appropriate contacts for periodic maintenance and/or repairs to kitchen equipment.
- Maintain a high level of safety and safety awareness within the food preparation areas.
- Supervise the loading/unloading of food trays to be delivered to the maximum jail facility and the Juvenile Detention facility.
- Maintain security practices within the kitchen area.
- Prepare trustee incident reports.

- Perform related duties as assigned.

QUALIFICATIONS

- Minimum of two years (2) cooking experience in an institution, health care facility, or a large scale food service operation;
- or
- Experience gained on a month-to-month basis in a restaurant or related cooking experience. Completion of a large scale cooking course may be substituted for up to one (1) year of required work experience.
- Have possession of, or have the ability to obtain, a valid food handler's certificate.
- Be 18 years of age or older at time of hire.
- High School Diploma or GED certification.
- United States' Citizenship at the time of appointment.
- Good driving record
- Ability to drive a truck (Commercial Driving License not required) in all seasonal weather

Any combination of education, training and experience that would provide the required knowledge and ability to perform the essential duties of the classification will be considered.

Knowledge of . . . recipe cooking and the care and use of utensils and kitchen equipment; personal hygiene, sanitation, cleaners and related products and equipment; hazards of food preparation and handling; safety precautions, methods and practices utilized; institutional food preparation, handling, storage and disposal.

Ability to . . . train, direct and evaluate the work of trustees in the timely preparation and delivery of meals to the jail population; train trustees in all phases of food preparation, including safety considerations and cleanup; issue verbal instructions in a clear and easily understood fashion; estimate quantities and follow recipes for large scale food preparation; establish and maintain effective working relationships with trustees, supervisors and other members of the staff; stand for long periods of time while performing routine or repetitive function; and identify and recognize the potential dangers of working in close quarters with jail trustees.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Work involves ensuring continuity of nutritionally balanced food service; instructing and delegating work to jail facility trustees; and work may involve interactions in stressful or

sensitive situations. Incumbents may be exposed to face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught trustees.

Essential tasks include use of various kitchen equipment including ovens, mixers, slicers, freezers, etc. and other supplies/equipment customarily used with large scale meal preparation and cleanup. Incumbent stands, bends, reaches, sits and lifts food items, supplies and equipment. Additionally, incumbent routinely handles various sanitation and cleaning supplies to insure compliance with health standards regarding proper food preparation rules and regulations.