

## **SENIOR FOOD SERVICES COORDINATOR**

### **JOB PURPOSE AND SUMMARY**

The Senior Food Services Coordinator classification performs lead responsibilities in providing training and daily assignments to Food Services Coordinators, and assisting with directing/observing inmate (trustee) work activities to include all facets of meal preparation and cleanup.

**The major emphasis in the work involves the skills and abilities necessary to effectively interact with and motivate subordinates and assigned trustees. Formal responsibility for inmate supervision rests with Custody Officers and Sergeants, however this classification works closely with the inmates while on their work details.**

### **CLASSIFICATION DISTINCTIONS**

This is the lead classification within the Food Services classification series. Senior Food Services Coordinators receive direction from the Food Services Manager; and exercise limited supervisory responsibilities of training and overseeing staff, and participating in employee evaluations and the beginning stages of progressive discipline. The lead classification also performs most of the responsibilities of the Food Services Coordinators. his classification differs from Custody Officer in that it is not responsible for the overall security, care, or well being of inmates; and from the Sergeant position which has full supervisory responsibilities.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Oversees the operation of a full service kitchen providing daily meals within secured adult/juvenile facilities plans and updates menus and recipes, and consults with Food Services Manager for menu review and approval.
- Oversees, trains, and instructs employees and trustees in proper food preparation techniques, sanitation, safety, and work requirements; schedules work and assigns tasks.
- May participate in interviewing, selecting, and evaluating staff, and recommends disciplinary action.
- Monitors food service; participates in purchases of food, equipment, and supplies; assists with documenting expenditures and implements cost control measures per the Food Services Manager's approval.
- Maintains inventory and other necessary records to meet federal, state, and county standards.
- Maintains sanitation guidelines; monitors security and sanitary conditions of all equipment; ensures kitchen meets County Health and Federal Bureau of Prison Standards.
- Ensures timely loading of food carts onto the truck and delivery of meals.
- Coordinates equipment requirements including safety, inventory, maintenance, storage, and budget and procurement specifications.
- Maintain records and program statistics; audit files to assure proper documentation, prepare written reports.

Senior Food Services Coordinator

Created: December 2002

Office Use: April 30, 2003

- Consult with Food Services Coordinators in evaluating and determining appropriate disciplinary action following trustee infractions.
- Performs all Food Services Coordinator job functions as needed.
- Performs all other related duties as assigned.

## **QUALIFICATIONS**

A minimum of two years of large scale food services experience and one year of experience in training and leading others to accomplish goals. 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.

- High School Diploma or GED certification
- United States' Citizenship at the time of appointment
- Possession of a valid motor vehicle operator's license and an acceptable driving record

**Knowledge of** techniques for training and directing others; workplace rules and procedures applicable to the area of assignment; effective communication techniques; human behavior, cross cultural diversity and group dynamics; training and motivation techniques and methods; safety standards and precautions.

**Ability to** train, direct and evaluate the work of employees/trustees in the timely performance of assigned tasks; train employees/trustees in all phases of job assignments, including safety considerations and cleanup; issue verbal instructions in a clear and easily understood fashion; maintain work by following established guidelines and procedures; ability to communicate and work successfully with persons from other cultures and backgrounds; 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 functions; and identify and recognize the potential dangers of working in close quarters with jail trustees.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Incumbents work in settings appropriate to the job assignment/sites that could include indoor jail facilities, and driving to and from inmate/juvenile facilities. Indoor and outdoor environments may have temperature and sound variations. Work includes daily exposure to varying temperaments of individuals including the public, other staff and trustees. Stamina and physical agility are essential for most job assignments/work sites. Examples of physical demands include the use of tools and equipment, stooping, bending, or remaining in uncomfortable positions for periods of time, walking, driving and/or lifting (up to 50 lbs.) and carrying of products or equipment.