

FOOD SERVICES COORDINATOR

JOB PURPOSE AND SUMMARY

Responsible for independently directing inmates in the preparation of daily meals for the adult work release center, maximum security 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 instructing and direct supervision of inmates while the inmates perform tasks related to meal preparation and cleanup, and requires knowledge of food handling on an institutional scale.

CLASSIFICATION DISTINCTIONS

This position is responsible for supervising inmate related tasks which include performing food preparation of a substantive, as well as procedural, nature. The use of discretion and judgment is required in daily interaction with inmates 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 Jail Industries Supervisor.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Train, direct and evaluate inmates in the preparation of meals and the cleanup of food preparation areas.
- Train and instruct inmates in the use and safety of kitchen utensils and equipment.
- Orient new inmates to the service protocols, work requirements and expectations.
- Train in and monitor/report PREA (Prison Rape Elimination Act) policies in their area of work.
- Maintain key control for a secure inmate facility.
- Maintain a high level of safety and safety awareness within the food preparation areas.
- Complete hazard assessments for safety and security of facilities.

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- Supervise the loading/unloading of food trays and transport inmates for food delivery to the maximum jail facility and the Juvenile Detention facility.
- Maintain security practices within the kitchen area.
- Utilize disciplinary measures to maintain compliance with rules and policies in their work areas of responsibility.
- Prepare inmate incident and injury reports; issue inmate infractions and assign sanctions for behaviors.
- Inventory and prepare orders for food and kitchen supplies as needed.
- Make initial appropriate contacts for periodic maintenance and/or repairs to kitchen equipment.
- Perform related duties as assigned.

QUALIFICATIONS

- Minimum of two (2) years of experience providing customer service to a diverse client population. Criminal justice system experience preferred.
- One year of experience in training and leading others to accomplish a goal.
- 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 season 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: instructional techniques for training and motivating others; communication techniques to insure successful results in dealing with cross-cultural or diverse groups of people including public, peers, team members, inmates and other County employees; 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. Criminal justice system and community resources knowledge is preferable.

Ability to: train, direct supervise and evaluate the work of inmates 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 inmates, 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 inmates.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Work involves overseeing, instructing, and delegating work to jail facility inmates to ensure continuity of nutritionally balanced food service. Work may involve interactions in stressful or sensitive situations and maintaining security of inmates. Incumbents may be exposed to face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught inmates.

Essential tasks include use of various kitchen equipment including ovens, mixers, slicers, knives, 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. Daily truck driving is required.

Revised 08/02/2001; 01/21/2016
Office use: 06/21/2001