



CLASSIFICATION NO. 123

Established: 6/71

Revised: 7/94, 6/09

FLSA: Non-Exempt

EEO: 8

FOOD SERVICE COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, coordinate and participate in the preparation, cooking and serving of institutional meals; to train and lead the work of cooks and kitchen assistants in sanitary food handling, preparation and cooking techniques; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Department patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Food Service Coordinator plans meals to meet established standards and special dietary or religious guidelines, orders supplies and oversees kitchen and meal delivery operations at the County jail facility. Incumbent also oversees and coordinates inmate commissary operations within the County jail facility.

The Food Service Coordinator differs from the Food Services Supervisor, Residential that prepares meals for a smaller population, and has full supervisory responsibility for cooking staff, and from the Food and Beverage Coordinator that works from a barista or similar small setting, typically alone or with one other person, and does not coordinate large numbers of meals. It also differs from the Cook, Senior which performs similar food service duties for a smaller, low security correctional facility with fewer inmates.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes and coordinates a comprehensive Food Services Program for inmates; develops and implements work methods and procedures; observes work performance of all program areas; implements changes as appropriate.
2. Oversees the operation of a full service kitchen providing daily hot meals within a secured correctional facility; plans and updates menus and recipes which meet standards for balanced nutritional value and for special meals to meet therapeutic and religious dietary needs.
3. Oversees, trains, instructs, and leads the work of employees and inmate kitchen assistants in proper food preparation techniques, sanitation, safety and work requirements; schedules

work and assigns tasks; assists in interviewing, selecting and evaluating assigned personnel; recommends disciplinary actions.

4. Monitors food service and commissary budgets; prepares and justifies budget requests; prepares and submits food, supply and budget projections for all controlled food programs; ensures budgeting, purchasing and accounting practices, including expenditure cost accounting, estimating future program requirements and purchasing supplies from outside vendors; writes justifications for program improvements.
5. Purchases food, equipment, supplies and commissary items through bids with private vendors; recommends purchase of food service supplies and equipment; documents expenditures and implements cost control measures; maintains inventory and necessary records to meet federal, state and county standards; researches prices and availability of items; establishes and recommends commissary prices and reconciles cash payments received for items.
6. Conducts periodic inspections of all food service areas; establishes and controls distribution of food; establishes and maintains sanitation guidelines; monitors security and sanitary conditions of equipment, dishes, utensils, kitchen and dining area; ensures facility meets County Health and Federal Bureau of Prison Standards.
7. Works closely and effectively with command staff to ensure timely completion of projects, and timely and accurate completion of reports and parts ordering; maintains log of safety and sanitation needs of the program, including needed repairs and upgrades.
8. Coordinates food service activities, including delivery of meals for Emergency Management, special needs of the Sheriff's Office, and for search and rescue teams; recommends improvements, program changes and major purchases.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Materials and methods of preparing food for large groups; menu planning, budgeting, purchasing and record keeping for institutional kitchen operations; nutritional meal planning, food production, quality control and meal forecasting; food values and proper food combinations; kitchen equipment use and capability; state health standards for institutional food preparation; occupational hazards and safety precautions; sanitation methods for food preparation and serving areas; basic math, including fractions; security measures in a corrections institution; principles and techniques of food handling, preparation, cooking and storage; inventory control techniques; methods used in receiving, storing, selling and keeping records of commissary items; basic techniques of supervision.

Skill to: Manage resources effectively in accordance with annual budget appropriations; plan and prepare nutritional menus including those to meet therapeutic and religious dietary needs; calculate food and supply requirements for a large number of people; prepare and cook all types of foods in an appropriate, sanitary manner to maintain appealing and nutritious food content; safely operate, clean and service kitchen equipment and utensils; comply with health and food handling standards; follow and adjust recipes to obtain required quantities; make appropriate recipe substitutions; evaluate food qualities, such as freshness, cleanliness and proper cooking; plan, organize and oversee the work of residents, volunteers and assigned staff to effectively produce nutritious meals on a timely basis; prepare and maintain accurate records and reports; communicate effectively, both orally and in writing; prepare and maintain records of

commissary items purchased, stored and sold; establish and maintain effective working relationships with vendors, outside agencies and County employees.

WORKING CONDITIONS

Duties require considerable standing, upper body movement, reaching, bending and lifting.

Work is performed in an adult custody setting involving frequent contact with inmates who may exhibit severe antisocial behavior.

May work evenings, weekends and holidays as scheduled.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Possession of within six (6) months of hire:

- First Aid/CPR certification