

FOOD MANAGER

DEFINITION

To plan, organize and supervise food service operations within the County Jail; perform a variety of technical tasks relative to assigned area of responsibility including laundry, and ordering inmate personal supplies; and to prepare inmate meals as necessary.

DISTINGUISHING CHARACTERISTICS

The classification of Food Manager is responsible for supervising the Sheriff's inmate kitchen and laundry functions. It differs from the lower level classification of Secured Facility Cook in that the Cook is primarily responsible for preparing and/or supervising inmates in the preparation of meals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level sworn supervisory staff; exercises supervision over the Secured Facility Cook and Jail inmates.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following;

Plan, organize and supervise the work of the Secured Facility Cook and food service inmates in assigned areas; train inmates in food preparation procedures and techniques and kitchen equipment operation.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for meals at the jail; monitor and control expenditures.

Order, receive and store food inventories; conduct inventories of food and supplies; rotate food stock as necessary; order cleaning supplies for the kitchen.

Supervise, coordinate and prepare the meals for the inmates; set up and serve inmates; maintain meal records.

Order, receive and store laundry supplies; supervise inmate laundry workers.

Prepare monthly menus; estimate quantities of food and supplies required for daily and weekly use; adjust food orders and menus to accommodate allocated budget.

Order inmate personal supplies.

Oversee the cleanliness and orderliness of kitchen; maintain cleanliness and ensure safe operation of machines by inspecting machines and performing minor adjustments.

Food Manager
Rev.- 09/30/03
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.-07/01/11

Res. #2003-110
M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Ensure compliance with health and safety rules and regulations.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic nutritional needs.

Procedures, methods, techniques and equipment used in food preparations for large quantities of people.

Principles of sanitation, health and safety practices.

Principles and procedures of record keeping.

Basic principles of supervision and training.

Basic arithmetic.

Safe work practices used in food preparation.

Ability to:

Plan, organize and supervise the preparation of large amounts of food.

Supervise and train inmates.

Operate cafeteria equipment.

Operate laundry equipment.

Maintain records.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in preparing and planning food menus for large amounts of people.

Training:

Equivalent to the completion of the twelfth grade, preferably supplemented by additional training in food preparation or a related field.

Special Requirements

Pass a background check for security and finger print screening.

Classification Code:	8172310
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9043
Pay Table:	CNTY
Range:	293