

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: FOOD SERVICE MANAGER IV -
Food Service

SALARY GROUP: A18

DEPARTMENT: Laundry, Food and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: R.C. Thaler

DATE: 03/18/2011

POSITION #: 009002

I. JOB SUMMARY

Performs advanced food service supervisory work. Work involves supervising and planning food preparation and service; ensuring prescribed sanitation and safety rules are maintained; calculating food requirements; preparing reports; maintaining order and discipline among offenders; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Supervises the preparation and serving of meals; ensures dining, service, and food preparation areas and equipment are maintained in a clean and sanitary manner; ensures compliance with sanitation, safety, and health regulations; establishes food service regulations, procedures, and standards; supervises the monitoring and logging of temperatures; instructs employees and offenders on safety rules and regulations, proper use of soaps and chemicals, sanitary procedures, food preparation and portion control, and the operation of food service equipment; prepares daily and special diet requirements menus; calculates monthly, quarterly, semi-annual, and annual food requirements; reviews and approves requisitions for food items, supplies, and equipment; oversees the department budget assuring the department operates efficiently and within budget; prepares budget reports; and reconciles the budget monthly.
- B. Functions as shift supervisor; supervises, instructs, trains, and ensures the safety of assigned employees and offenders; schedules employees and offenders work and off-duty time; assists in formulating security and work procedures; supervises and directs searches for contraband and provides security; and supervises offenders in work areas accessed by stairs; and maintains security of assigned areas.
- C. Supervises and provides custody and security of offenders including observing actions of offenders, squatting and bending to conduct "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders.
- D. Supervises and provides security of offenders performing food service technical skills which involve climbing stairs and ladders, and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents and firearms, to control offenders.
- F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other personnel; complies with policies, procedures, rules, and regulations; enforces offender disciplinary rules; and prepares and maintains records, forms, and reports.
- G. Plans, assigns, and supervises the work of employees and offenders; reviews employee and offender work schedules for adequate coverage; and establishes and administers orientation and departmental in-service training programs for food service staff and offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Food Service Management, Hotel or Restaurant Management, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

Equivalent technical or trade school courses in the field of culinary, hotel, or restaurant management may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. One year full-time, wage-earning experience in correctional, commercial, or institutional food service preparation or management.
3. One year full-time, wage-earning experience in the supervision of employees.
4. Correctional custody or law enforcement experience preferred.

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Must have or be able to obtain current, valid ServSafe Food Safety Certification by an authorized association, organization, or government entity within twelve months of employment date.

Selected applicants without required certification must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid certification for continued employment in position.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of the principles and practices of quantity food preparation and service.
3. Knowledge of budgetary, accounting, and inventory control procedures.
4. Knowledge of the operation and maintenance of food service equipment.
5. Knowledge of food service sanitation and safety standards.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill in correctional methods, techniques, practices, and procedures.
14. Skill to train and supervise employees and offenders.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.

- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, constant noise, dust, fumes, smoke, grease, oils, solvents, insecticides and cleaning agents, slippery or uneven walking surfaces, working with hands in water, using chemical agents, and traveling by car, van, bus, and airplane.

- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, meat saw, meat slicer, meat tenderizer, meat grinder, reel oven, range, fryer, mixer, deck oven, convection oven, braising pans, grills and related food service preparation equipment; hot and cold serving lines, pallet jack, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, telephone, and automobile.