

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CERTIFIED FOOD SERVICE MANAGER
CLASS CODE: 3098

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 6/27/13
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of the Certified Food Services Administrator, performs first-line supervisory work and provides oversight to the daily operations of the Utah County Jail Kitchen.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and assists with performance appraisals; assists with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action; conducts staff meetings.

Supervises and coordinates inmate workers; oversees training and ensures work is completed accurately and efficiently; reports injuries, mediates disputes, and monitors behavior to evaluate compliance with policies and procedures; makes recommendations regarding continuation in kitchen assignments.

Oversees the preparation, cooking, and serving of meals; assists with menu planning to ensure compliance with federal nutrition guidelines for all meals including religious and special dietary needs.

Oversees the operation and maintenance of kitchen equipment including freezers, walk-in coolers, ovens; Maintains necessary records and ensures equipment is properly maintained.

Assists with administrative tasks including purchasing, inventory control, and budget monitoring.

Ensures kitchen operation and storage meet health and sanitation codes; Supervises and participates in cleaning kitchen equipment.

Enforces policies and procedures for effective and efficient Jail Kitchen operation; Informs Corrections Specialists of food distribution procedures; Maintains security of both inmates and staff by actively enforcing established protocol.

Assists with oversight of the Meals on Wheels Food Program including preparation and packaging of meals, monitoring the budget and contract negotiation.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: quantity food preparation and handling, food service sanitation, food storage, and inventory procedures; special-diet meal preparation and menu design; purchasing and inventory control methods.

Skill in: operation of kitchen equipment and machines; supervisory techniques; preparing and maintaining accurate records; standard computer operation including using Microsoft Word and Excel.

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Ability to: maintain cooperative relationships with those contacted in the course of work activities; communicate instructions clearly; read and follow written instructions; assist with managing complex food services operation; ability to identify and mitigate situations that may impose safety or health risks.

PHYSICAL DEMANDS

Regularly: walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; communicates via radios.

Occasionally: lifts or otherwise move objects weighing up to 50 pounds; ascends or descends a ladder or step-stool; restrains individuals weighing 200 pounds or more; drives a motor vehicle.

Must meet all physical requirements established by POST.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in rotating 12- hour shifts during early morning hours. Work is performed in an environmentally controlled room and in a partially environmentally controlled building; Work exposes incumbent to varying temperature such as cold from freezers and heat from cooking sources; Work exposes incumbent to noise and conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires use of protective devices such as masks, goggles, and gloves; Work is performed in direct contact with inmates and exposes incumbent to unknown, and potentially dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

Associate degree or two (2) years of specialized training in food service management and three (3) years of professional food service experience. Equivalent combinations of education and experience may also be considered. Preference for institutional food service experience and/or supervisory experience. Selected applicants are subject to and must pass a complete background check.

LICENSING AND CERTIFICATION

- Must possess a valid Food Handler's Permit;
- Must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
- Must possess or obtain Corrections Officer certification through a POST (The Utah State Peace Officer Standards and Training Certification Agency) accepted correctional academy during the probationary period for new hires, the trial period for promoted County employees, or the first six months in the classification for County employees being reassigned or transferred to this classification. Incumbents must successfully complete annual training required to maintain certification.

Requirements for obtaining Corrections Officer certification include being 21 years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test which include cardiovascular endurance, muscular endurance, and strength testing.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.