

Code: 4363

Title: CORRECTIONS FOOD SERVICE WORKER

SUMMARY: Performs work in food production and service in a corrections/detention facility; assists Corrections Cooks in the large-scale preparation of regular and special diet foods, and oversees inmates in this work.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists cooks in the large-scale preparation of regular and special diet foods by following preparation procedures and production methods;

Responsible for preparing, portioning and storing entree accompaniments such as salads and desserts; slices bread and cuts pastry;

Operates, monitors and performs operator-level maintenance of standard food service equipment including ovens, steamers, refrigeration, slicers and mixers, etc.;

Sets up, portions and stores leftover food;

Participates in the cleaning of food service areas, maintaining a safe and clean working environment by following organizational and regulatory sanitary procedures for the prevention of infection and food-borne disease;

Leads the work of inmates by making food preparation work assignments and ensuring compliance with preparation procedures and methods;

Maintains security, order and discipline of inmates by continually monitoring inmate behavior and removing agitators from the work place;

Trains inmates in food preparation techniques, safety and sanitary measures including compliance with procedures for the prevention of infection and food-borne diseases, and the use, care and maintenance of equipment;

Secures and assures safe usage of knives, cleavers, and other utensils stored in a locked cabinet;

Checks kitchen areas for contraband;

Accompanies inmates in meal delivery to separate jail facilities;

Moves kitchen supply stock from main storage area to kitchen storage as necessary;

Writes reports, following standard format, and may give verbal accounts of work area accidents and inmate misbehavior;

Answers food-related grievances from inmates by rectifying kitchen staff mistakes in meal preparation;

May perform some minimal cooking duties on a small scale for special diets, sack lunches and snacks.

KNOWLEDGE & SKILLS:

Knowledge of:

- standards of kitchen safety and sanitation;
- distinctions between general and special diets;
- techniques for restoring order among agitated inmates assigned to the food service section.

Skill in:

- large-scale preparation and service of regular and special diet foods;
- following food service safety and sanitation procedures;
- operating and maintaining food preparation equipment, kitchen implements and utensils;
- maintaining surveillance over the activities of inmates assigned to the food service section;

- training and leading inmates, one-on-one, in food preparation and service, kitchen safety and sanitation procedures;
- understanding and carrying out instructions;
- communicating effectively;
- writing standard incident reports.

MINIMUM QUALIFICATIONS:

One (1) year of large-scale* food preparation or food service experience.

*Large-scale food preparation includes food preparation in an institutional setting (e.g., hospital, nursing home, corrections/detention facilities, school or industrial plant cafeterias), large full-service and fast-food restaurants, commercial cafeterias/buffets, hotel/convention banquet facilities, military feeding facilities (ashore or afloat) or similar mass-feeding or catering operations.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: The ability to: lift and carry up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; tolerate frequent exposure to cleaning chemicals; properly wear required safety clothing and/or equipment. Some positions within this classification may require the ability to react to physical confrontations and emergency situations quickly and effectively; work in confined spaces for prolonged periods of time; hear and understand speech and radio transmissions. Other physical and sensory abilities will be determined by position.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, satisfactory completion of a personal background investigation by law enforcement agencies is required.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/24/96
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