

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Correctional Food Service

SERIES NO.:

4245

MAJOR AGENCIES:

Rehabilitation & Correction & Youth Services only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the correctional food service occupation is to coordinate & administer food service operations in correctional facilities.

At the lower level, incumbents monitor & train inmates in food service operations on one assigned shift.

At the higher levels, incumbents assist in management of or manage overall, total food service operations for all shifts in assigned facility.

CLASS TITLE

Correctional Food Service Coordinator

CLASS NUMBER

42451

PAY RANGE

28

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of food service procedures in order to monitor work of, maintain security & train inmates in food preparation, serving, cleaning & storage in designated food service area on one assigned shift.

CLASS TITLE

Correctional Food Service Manager 1

CLASS NUMBER

42455

PAY RANGE

10

EFFECTIVE

08/04/1996

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of food service procedures in order to assist Correctional Food Service Manager 2, 42456, in administering overall food service operations & supervise correctional food service coordinators on assigned shift.

CLASS TITLE

Correctional Food Service Manager 2

CLASS NUMBER

42456

PAY RANGE

12

EFFECTIVE

08/04/1996

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires thorough knowledge of food service operations in order to administer & coordinate total food service operation for all shifts & locations & supervise lower-level correctional food service managers & coordinators.

CLASS TITLE

Correctional Food Systems Manager

CLASS NUMBER

42457

PAY RANGE

14

EFFECTIVE

01/10/1999

CLASS CONCEPT:

The third managerial level class works under administrative direction & requires extensive knowledge of food service operations in order to administer & coordinate total food service operations for all shifts in central office of Departments of Rehabilitation & Correction & Youth Services only, administer statewide food service operations, ensures standardized food service operations & supervise lower-level staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Food Service Coordinator	42451	05	01/09/2005	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors work of & trains inmates in adult correctional facility in food preparation & serving, cleaning & storage in designated food service area on one assigned shift, maintains security of working area to include ensuring inmate security & inspects food for quantity, freshness & to ensure proper meals are served.

Orders, receives & inspects food & supplies & contacts vendors in case of discrepancies; keeps records & prepares reports (e.g., food cost, menu planning & ordering).

Receives cash, secures all food storage units & eating areas; maintains safety & sanitary conditions in accordance with prescribed standards; monitors for signs of spoiled or unacceptable food & unnecessary waste of food; maintains security of all food service utensils & equipment issued & stored.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development; food service preparation; food service management; food service sanitation & safety; food purchase & specifications. Skill in use of food service equipment. Ability to understand system of food service procedures; establish friendly atmosphere as shift coordinator; prepare meaningful, concise & accurate reports; use hands & fingers in operation of food service equipment; deal with problems involving few variables within familiar context.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in food service preparation; 1 course or 3 mos. exp. in food service sanitation & safety; 1 course or 3 mos. exp. in operation of food service equipment.

-or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to inmates who are dangerous or hostile.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Food Service Manager 1	42455	EX	08/04/1996	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists Correctional Food Service Manager 2, 42456, in administering overall phases of food service operations & supervises correctional food service coordinators on assigned shift, makes work assignments; interviews staff, monitors serving line, completes & signs employee performance evaluations & implements policies & procedures regarding food service operations.

Orders, receives & inspects food & supplies for quality & quantity; records & maintains food inventories; maintains sanitary & safe conditions.

Schedules & performs special duties relating to food service functions (e.g., plans menus; analyzes & controls food & operating costs & budgets); reads & applies master menus & recipes, ensures proper meal substitution & menu planning.

Reports all income & secures all food storage units & eating areas; monitor & take inventory of edged tools, knives & cleavers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of food service preparation; food service management; food sanitation & safety; food purchasing & specifications; cost control & records; supervisory principles/techniques; employee training & development. Skill in use of food service equipment. Ability to understand system of food service procedures; establish friendly atmosphere as manager of work unit; prepare meaningful, concise & accurate reports; use hands & fingers in operation of food service equipment; gather, collate & organize food service & menu data; maintain accurate records; deal with problems involving several variables within familiar context.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. program in food service preparation or food/restaurant management technology; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or completion of 1 yr. program in food service management; 24 mos. trg. or 24 mos. exp. in food service preparation.

-Or 12 mos. exp. as Correctional Food Service Coordinator, 42451.

-Or equivalent of minimum class qualifications for employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to inmates who are hostile or dangerous.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Food Service Manager 2	42456	EX	08/04/1996	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers & coordinates total food service operation, for all shifts & locations, for assigned adult correctional facility & supervises lower level correctional food service managers & coordinators, makes work assignments, completes performance evaluations, recommends disciplinary action, drafts, enforces & implements policies & procedures regarding effective use of staff, participates in interviewing of staff, & prepares purchasing specifications & requirements for facilities, materials & food production & ensures proper training of staff.

Plans menu, in accordance with special instructions from dietitians, preparation of food & service; requisitions equipment & supplies; determines food quality & quantity; maintains sanitary & safe conditions & plans & prepares special food service events.

Analyzes & controls budget, food & operating costs, conducts cost analysis of food use; conducts periodic safety meetings; accompanies office personnel, sanitation officials & lower-level correctional food service managers on tours; monitors preparation & serving of food, quality & quantity control.

MAJOR WORKER CHARACTERISTICS:

Knowledge of food service preparation; food service management; supervisory principles/techniques; employee training & development; food service sanitation & safety; food purchasing & specifications; records & cost controls. Skill in use of food service equipment. Ability to understand system of food service procedures; establish friendly atmosphere as manager of work unit; prepare meaningful, concise & accurate reports; use hands & fingers in operation of food service equipment; gather, collate & classify food service & menu data; maintain accurate records; deal with problems involving several variables within familiar context.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. program in food service preparation or food/restaurant management technology; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques.

-Or completion of 1 yr. program in food service management; 36 mos. trg. or 36 mos. exp. in food service preparation.

-Or 12 mos. exp. as Correctional Food Service Manager 1, 42455; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to inmates who are hostile or dangerous.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Food Systems Manager	42457	EX	01/10/1999	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In central office location of Departments of Rehabilitation & Correction & Youth Services only, administers, directs & coordinates overall, statewide food service operations, ensures statewide standardized food service operations, uniform practices, uniform serving of menus & proper sanitation, safety & security procedures, develops & implements statewide, food service policies & procedures, develops goals & objectives to keep food costs as low as possible, acts as consultant to regional director, institutional wardens/superintendents, & correctional food service managers/food service managers in areas of food service & supervises lower-level staff.

Monitors food orders & inventories maintained at facilities to prevent over/under stocking & ordering; prepares report to include number & average cost of all meals, all monies spent in food service operations & submits to director of agency & central office staff; performs onsite inspections & consultations; develops special diets required for medical purposes or religious requirements.

Conducts meetings & seminars to include preparation of programs & exhibits; evaluates approves requests for new equipment needed in statewide food service operations; makes recommendations concerning institutional training programs; reviews layout, equipment & staffing needs for new facilities & reviews; evaluates complaints of inmates/juvenile offenders & responds in writing; attends training; conducts research projects concerning eating patterns within institutions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of food service preparation; food service management; supervisory principles/techniques; employee training & development; food service sanitation & safety; food purchasing & specifications; records & cost controls. Skill in use of food service equipment. Ability to understand system of food service procedures; establish friendly atmosphere as manager of work unit; prepare meaningful, concise & accurate reports; use hands & fingers in operation of food service equipment; gather, collate & classify food service & menu data; maintain accurate records; deal with problems involving several variables within familiar context.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of 2 yr. program in food service preparation or food/restaurant management technology; 36 mos. trg. or 36 mos. exp. in supervisory principles/techniques.

-Or completion of 1 yr. program in food service management; 48 mos. trg. or 48 mos. exp. in food service preparation.

-Or 12 mos. exp. as Correctional Food Service Manager 2, 42456.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Required to drive long distances between correctional facilities; may be exposed to inmates/youths who act hostile.