

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

**CLASSIFICATION SERIES:**

Correctional Food Service

**SERIES NO.:**

4245

**MAJOR AGENCIES:**

Rehabilitation & Correction & Youth Services only

**EFFECTIVE DATE:**

04/14/2019

**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 level, incumbents assist in management of or manage overall, total food service operations for all shifts in assigned facility.

**JOB TITLE**

Correctional Food Service Coordinator

**JOB CODE**

42451

**PAY GRADE**

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.

**JOB TITLE**

Correctional Food Systems Manager

**JOB CODE**

42457

**PAY GRADE**

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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</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.

**COMPETENCIES**

Getting Information  
Judging the Qualities of Things, Services, or People  
Guiding, Directing, and Motivating Subordinates

**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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Food Systems Manager	42457	22	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.

**COMPETENCIES**

Making Decisions and Solving Problems  
 Training and Teaching Others  
 Getting Information

**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.