

DESCRIPTION: Under limited supervision, trains and monitors inmate/offender workers (adult and youth) in the preparation and serving of food and maintaining sanitary conditions; assists with menu planning; performs administrative tasks related to food service management; reports on inmate/offender behavior; and performs security tasks as required by facility procedures; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a unique class used only by correctional facilities (adult and youth). It is distinguished from all other food service classes in that it works with inmates/offenders in a secure correctional environment. It does not have full-fledged supervisory responsibilities for other staff as do the Food Service Supervisors, Managers, and Directors.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules, distributes/balances, and guides the work assignments in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of the assigned workload.

Monitors and reports on the work performance and attendance of inmates/offenders to determine overall conformity to established timetables and quantity standards and to document and communicate production levels and training needs. Monitors inmates/offenders for personal hygiene, enforces sanitation rules. Counsel inmates/offenders to improve behavioral and work-related issues.

Orient/train inmates/offenders in specific tasks and job practices and procedures of food preparation and serving and sanitation to improve and/or maintain performance levels.

Directs food preparation and serving to ensure compliance with established menu recipes, administrative regulations, operational memorandums, and unit policies and procedures and to ensure wholesome, attractive, palatable food is served efficiently. Review recipes and assure proper items and quantities are available for production. Complete shift paperwork, documenting all changes in meal production and notify managers of changes. Monitor serving lines and special diet preparations.

Guides and directs the sanitation and safety efforts in all work and storage areas to comply with administrative regulations, operational memorandums, and unit policies and procedures and to ensure safe and sanitary working conditions.

Examines, inventories, and stores all food products such as frozen meats, frozen vegetables, fresh vegetables, staples, dairy products, fruits and other food supplies issued from the central warehouse or other vendors to maintain stock levels that permit day to day operations. Inspect items received for proper quantity and quality. Assure proper rotation of all food supplies. Log all items taken from or returned to food storage areas.

Inventories stock on hand periodically to account for merchandise and supplies and to maintain adequate stock levels.

Records and reports on food purchases and consumption and inmate/offender performance to comply with reporting requirements and to operate more efficiently.

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Document temperatures of all food items being served and any leftovers or shortages.

Plans menus and standardizes recipes for special occasions, special diets, and various numbers of meals to accommodate needs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: personal hygiene, kitchen equipment, supplies, and utensils; basic food stuffs such as fruits, vegetables, bakery goods, meats, and poultry; food sanitation; kitchen and dining room safety practices; cooking of meats, soups, and vegetables; food preparation; baking; facility sanitation and safety standards for cleaning, eating and cooking utensils; cooking equipment; handling and storage of toxic, caustic, and chemical products; planning and preparation of medical and religious special diets; the State of Nebraska Food Service Sanitation Manual; facility specific security and emergency procedures; food service preparation and production techniques of bulk food products for a large number of consumers; and agency and institutional policies related to safety, security and conduct.

Ability to: work effectively under stress; stand for long periods of time; bend, stoop, lift and carry food items, equipment and supplies; use kitchen equipment, supplies, and utensils; follow recipes and cook a variety of food stuffs; understand and enforce rules governing the conduct of inmates; train and supervise in all aspects of kitchen and dining room operations; communicate effectively with inmates/offenders and co-workers; prepare and supervise the preparation of complex and difficult recipes; alter menus to accommodate needs and food stuffs on hand; take inventory and order food stuffs and supplies; keep records; and interact and supervise inmate/offender workers and general population in a professional manner that is consistent with departmental policy.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request it in advance.)

Must be at least 18 years of age.

Coursework, training and/or experience in the food service industry, or related field, to include food preparation, baking and/or kitchen operations.

SPECIAL NOTES:

Bilingual skills (English/Spanish) desired/helpful.

Shift work; weekend and holiday work required.

Successful applicants will undergo a medical exam, drug test and a thorough background security check. Once employed, all incumbents must successfully complete a pre-service training program.

FOR DEPT OF CORRECTIONAL SERVICES: Employees in this class are subject to random drug testing.

State agencies are responsible to evaluate each of their positions to determine individual overtime eligibility as required by the Fair Labor Standards Act (FLSA).