

CORRECTIONAL FOOD SERVICE DIRECTOR

DESCRIPTION OF WORK

This class is responsible for directing, training, and advising personnel charged with the planning, preparation, and serving of food.

Work assignments arise from the need to standardize methods of estimating needs for an individual prison unit, in order to promote efficient and economical bulk purchases of staple and perishable supplies, to disseminate modern methods of dietary balance and control, and to provide standards of sanitation for pest control and control of food contamination and poisoning. Employee is expected to develop master menus for all units of the system, special diets, along with lists of recommended substitutive items. Work is reviewed by administrative management of the department for effectiveness of utilization of food produced on supplies and nutritional standards, and the ability to operate within prescribed budgetary limits.

EXAMPLES OF DUTIES PERFORMED

Prepares master menus for application throughout the prison system, including diets for sick inmates as well as recommended lists of acceptable substitutive items.

Determines the type of purchase for bulk fresh and processed food items, and recommends items and amount of stock to be purchased by Prison Warehouse System for distribution to units and institutions.

Makes periodic inspections of all prison units to determine adherence to established standards and success of the dietary program.

Checks menus and food costs to see that each camp and institution is operating efficiently within budgetary appropriations.

Establishes and conducts food preparation and dietary training schools for food service personnel as well as inmates engaged in food preparation and service.

Formulates sanitary standards for cleanliness of food preparation and service areas including measures for pest control, control of food spoilage and contamination and storage procedures, and conducts periodic inspections to assure compliance.

In cooperation with the Manager of Correctional Farms Complex, determines provision and distribution of truck produce and fresh meat, and provides for canning and other food preservation processes for efficient year-round utilization of farm production.

Maintains comparative records of food costs per capita for individual units, and recommends changes in food requisition, preparation, or service methods in order to effect more efficient operation of the dietary service.

Investigates food complaints received from employees and prisoners, determines cause and validity of complaints, and if justified, corrects or improves food service activities within the prison system.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Thorough knowledge of planning and operating large scale food programs.

Thorough knowledge of the methods, materials, and equipment used in large scale cooking and food service activities.

Thorough knowledge of food sanitation principles and methods of maintaining such standards in an institutional kitchen.

Considerable knowledge of the principles and practices of dietetics and nutrition.

Ability to manage large scale institutional food service operations with efficiency and economy.

Ability to plan large volume menus that provide healthful, adequate, and edible food.

Ability to train and supervise other persons performing the detailed work of food preparation, cooking and serving.

Ability to work with the other agencies in formulating approved practices and interpretation of state laws, rules, and policies.

Ability to keep clerical records and prepare reports.

Must follow the subjective objective assessment plan (SOAP) method of addressing inmates' nutritional problems.

Must have substantial knowledge of budgets; ability to determine effective and efficient use of resources at each facility; and ability to resolve discrepancies.

Minimum Education and Experience Requirements

Bachelor's degree in dietetics, foods and nutrition or related area from an appropriately accredited institution and completion of an ADA approved undergraduate program or dietetic internship with the ADA Commission on Dietetic Registration eligibility and four years of supervisory and managerial experience in large scale food service operations; or an equivalent combination of education and experience.

Necessary Special Qualification

Must be a Registered Dietitian that is licensed to practice in the State of North Carolina.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per the Americans with Disabilities Act. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.