

Class Concept

Employees in this class may serve as the manager of a small to mid-sized scale food operation, or may work under a higher level Correctional Food Service Manager at larger correctional institutions. Employees in this class direct the preparation and serving of food to inmates. Work involves the supervision of staff and inmates and the performance of responsibilities in all phases of food management. The prison facilities where these employees work are characterized by having a lower percentage of therapeutic and religious diets than are seen at other institutions, fewer inmates with medical acuity, and less off site feeding locations.

This role is differentiated from other Correctional Food Service Managers by the size of the institutions where these employees are assigned, typically working within small to mid-sized correctional facilities, or assisting in the food service operations in mid to larger sized facilities. There are typically less inmates at these sized facilities. Employees in this class are responsible for planning as related to food ordering, menu planning, service production schedules, and making staffing assignments and schedules. Employees have oversight over food production work rules, methods, and procedures.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the methods, materials and equipment used in large-scale cooking and food service activities.
- Thorough knowledge of food service management techniques and health regulations to ensure proper food preparation, storage and sanitation of the food service section.
- Thorough knowledge of the accepted principles and practices of nutrition and dietary requirements for a variety of therapeutic and religious diets and appropriate substitutions.
- Working knowledge of basic criminal attitudes and behavior patterns of persons in custody and factors underlying criminal behavior.
- Skill in the use and care of firearms and proper restraint methods and techniques.
- Ability to make quick, effective, and reasonable decisions in emergencies and take appropriate action.
- Ability to counsel and work with inmates within a custody setting.
- Ability to estimate and plan for needed supplies, food items, and time requirements for the preparation of meals.
- Ability to inspect incoming fresh vegetables, fruits and meats to determine that they meet purchase order specifications.
- Ability to analyze food management operations and to evaluate needs and improvements to work processes.
- Ability to provide the leadership necessary to organize and supervise the activities of food service operations.
- Ability to hire, train, coach, mentor, assess performance and discipline employees.
- Ability to maintain records and reports, and ability to utilize specialized computerized programs.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and four years of experience in institutional food preparation and food services, in management of a commercial food service operations, or one year as a Correctional Food Service Supervisor; or an equivalent combination of education and experience.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.