

### Class Concept

Employees in this class may serve as the manager of a large scale food operation, or may work under a higher level Correctional Food Service Manager at the largest correctional institutions. Employees in this class direct the preparation and serving of food to inmates at mid-sized or larger institutions. 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 typically have: more than fifty inmate workers assigned to the kitchen and greater percentage of both therapeutic and religious diets.

These facilities may have: restrictive housing, a second full service operation that is supervised by this position, medical acuity inmates, produce and feed kosher meals, a processing unit, death row, a school lunch program, off site feeding, such as to a lower custody level, jail, or to other off site locations.

This role is differentiated from other Correctional Food Service Managers by managing or assisting with the management of mid-sized or larger correctional institutions. 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 five years of experience in institutional food preparation and food services, in management of a commercial food service operations, or two years 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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.