

Class Concept

Employees in the class are responsible for the supervision of inmates performing large-scale food production and food service operations at close custody prison facilities. Inmates at this custody level have the highest percentage of security threat groups/gangs, and are typically the most dangerous, violent, and least compliant inmates that pose the most severe public safety threat. Work is a dual role of both supervising inmates and providing food production training. Employees supervise inmates in their assigned food preparation and food service work areas. Employees oversee inmate workers engaged in a variety of activities in food production including cooking, baking, and serving food to the inmate population. Employees train inmates in institutional cooking, baking, and serving, while maintaining sanitation standards in all areas of the kitchen. Employees have responsibilities for maintaining proper food storage and sanitation. Employees ensure that the inmates supervised are preparing food according to all quality and sanitary regulations. Work is performed under the general supervision of a Correctional Food Services Supervisor, and is evaluated daily for the quality of food service and sanitary conditions.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of basic criminal attitudes and behavior patterns of persons in custody and factors underlying criminal behavior.
- Thorough knowledge of the methods, materials, and equipment used in large-scale food production and food service activities.
- Thorough knowledge of the cooking times and temperatures of various foods to ensure compliance with numerous regulations.
- Thorough knowledge of food sanitation principals and methods to maintain standards in an institutional kitchen.
- Thorough knowledge of the dietary requirements for a variety of therapeutic and religious diets.
- Thorough knowledge of the methods and materials used in baking and cooking activities in an institutional kitchen.
- Thorough knowledge of the purpose and methods of discipline as applied to persons under criminal confinement.
- Thorough knowledge of various policies and procedures associated with the control and management of inmates.
- Skill in the use of unarmed self-defense tactics, batons, and emergency equipment.
- 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 to take appropriate action which may include physically restraining violent inmates.
- Ability to effectively counsel and work with inmates in custody setting.
- Ability to plan and manage food production activities to meet menu requirements.
- Ability to maintain a variety of records and reports related to inventory, supplies, and stock.
- Ability to maintain sanitation standards for all areas supervised.
- Ability to use a specialized software program related to food and nutrition services.

Minimum Education and Experience

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

Minimum Education and Experience for a Trainee Appointment

High school or General Educational Development (GED) diploma and one year of experience in institutional food preparation and food services, in management of a commercial food service operations, as a Correctional Officer; 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.