

Class Concept

Employees in this class are responsible for supervision of Correctional Food Service Officers and providing oversight of inmates performing large-scale food production 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 risk. The work involves the supervision of the preparation and service of regular and therapeutic diets for the inmate population. Employees plan, direct, and supervise the daily preparation and serving of food to inmates. Work includes: food preparation and serving, storage, menu planning, menu planning using substitutions, maintaining sanitation requirements, and related record keeping. Employees use a computerized food and nutrition system to prepare and serve daily meals.

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 inmate custody and program management.
- Thorough knowledge of various policies and procedures associated with the control and management of inmates.
- Thorough knowledge of basic criminal attitudes and behavior patterns of persons in custody and factors underlying criminal behavior.
- Working knowledge of food service management techniques and health regulations to ensure proper food preparation, storage and sanitation of the food service section.
- Working 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 food quantities needed to feed a large number of inmates and the relative costs of various food items.
- 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 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 delegate responsibility, plan, organize, and direct the work of staff and inmate workers.
- 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 the activities of the food service operation is essential.
- Ability to establish and maintain an effective relationship with inmates, their relatives, professional personnel and with the general public is necessary.
- 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 as a Correctional Officer, or three years as a Correctional Food Service 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.

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