State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. FOODSPV4A63N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DOC-HURON VALLEY CORR COMPLEX
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Department of Corrections
4. Civil Service Position Code Description Food Services Supervisor-4	**10. Division** Correctional Facilities Administration
5. Working Title (What the agency calls the position) Food service Director	**11. Section** Food Service
6. Name and Position Code Description of Direct Supervisor MOORE, TONI; ADMINISTRATIVE MANAGER-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor BREWER, SHAWN D; SENIOR EXECUTIVE WARDEN	**13. Work Location (City and Address)/Hours of Work** 3201 Bemis Rd Ypsilanti, MI 48197 / Varies/ 80 hours per pay period

14. General Summary of Function/Purpose of Position

The position serves as the overall Food Service Director at a correctional facility with responsibility for the food service operation, which involves planning and managing the preparation of three meals daily with 900 or more servings per meal, including the service of general population meals, religious meals, and therapeutic diets. The Food Service Director supervises staff and carries out goals of the Department ensuring adherence to policy directives, operating procedures, nutritional standards, safe food handling practices, proper sanitation, environmental and fire safety requirements. Through direct and indirect supervision of subordinate Food Service Supervisors, Cooks, and prisoner workforce, the position operates in collaboration with custody staff to ensure the safety and security of a correctional facility.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **30**

Manage the overall food service operation; directs staff in meal planning, preparation, and timely distribution of nutritious meals in accordance with state and federal regulations; and ensures a safe and secure work environment for staff and prisoners.

Individual tasks related to the duty:

- Plan, direct, and supervise the preparation and cooking of meals, food reconstitution, and proper use of equipment in a safe and sanitary environment.
- Provide overall direction of assignments and supervision of Food Services Supervisors, Cooks, and prisoner workers.
- Set priorities, coordinate activities, and assign work of Food Services Supervisors, Cooks, and prisoner workers.
- Plan menus in accordance with statewide menu guidelines and ensure statewide recipes are followed.
- Supervise and monitor compliance with food production procedures.
- Coordinate and oversee the proper storage, distribution, and portioning of food.
- Ensure all therapeutic, religious, and holiday meals are provided in accordance with standards.
- Safeguard the proper use of critical and dangerous tools, equipment, and hazardous chemicals.
- Ensure food service equipment is maintained and in working order.
- Meet with prisoner food service committee to address concerns and questions regarding food service.
- Participate in grievance process with prisoners when it pertains to food service operations.
- Communicate employee and food service operation issues with the facility business manager and/or warden.

Duty 2

General Summary: **Percentage:** **30**

Budget and inventory control: oversee, the ordering, receipt, storage, and distribution of food service items including the purchasing and requisitioning of all food staples, supply items, and equipment for the operation of food service. The position acts in accordance with state and department purchasing policies and manages spending through the adherence of an operating budget.

Individual tasks related to the duty:

- Develop budget recommendations and maintain budgetary control
- Estimate food and equipment costs.
- Ensures all purchased food complied with the approved food specifications.
- Monitor adequate food inventory levels and approve all food orders and non-food item orders.
- Purchase food and supply items using agency and state procurement processes.
- Work in collaboration with regional procurement office in food order requirements.
- Track spending and prepare food cost reports

Submit requests for the purchase, repair, and maintenance of equipment.

Duty 3

General Summary: **Percentage:** **20**

Hire, supervise, schedule, coordinate, and evaluate the performance of food service staff; develop and conduct in-service and on the job training.

Individual tasks related to the duty:

- Ensure proper labor relations and conditions of employment are maintained.
- Interview, hire, and provide orientation to subordinate Food Service Supervisor and Cook staff.
- Address employee performance and disciplinary issues.
- Identify staff development and training needs and ensure training is obtained.
- Prepare staff schedules and production schedules.
- Verify and evaluate employee performance through the review of completed work assignments and techniques.
- Prepare and audit payroll for staff.
- Prepare and submit prisoner payroll.
- Ensure food service staff wear approved uniform and footwear.
- Coordinate safety training and oversee the use of proper personal protection gear.

Schedule and conduct staff meetings and record minutes.

Duty 4

General Summary: **Percentage:** **15**

Overall responsibility for compliance with facility food service operating policies and procedures, state regulations, and federal requirements; ensures completion of all reporting and auditing measures.

Individual tasks related to the duty:

- Ensure food service meets operating requirements.
- Complete critical tool, equipment, hazardous materials, job safety, sanitation, incident, and fire safety reports.
- Conduct audits according to MDOC guidelines to ensure adherence to menus, food portions and quality, sanitation, and environmental safety and infection control.
- Document facility food service metrics and ensure compliance with department goals.

Duty 5

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Oversee the planning, preparing and serving meals. Meal changes if needed. Routine hiring and discharge of prisoner workers. Staff work schedules and approval of annual or sick leave. Task assignments.

17. Describe the types of decisions that require the supervisor's review.

Expenditures outside of standardized menus or for non-routine supplies. Equipment requests. Corrective action involving employees.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Extensive standing, walking and sitting. Stooping, bending, kneeling, crouching and crawling. Climbing and lifting up to 50 pounds. Exposed to the inherent dangers of working in secure perimeter and around prisoners. Walking to food service operations and if applicable satellite kitchens and feed in housing units in adverse weather while being exposed to hot and cold temperatures outside and inside buildings. Expose to unpleasant fumes and odors. Exposure to high decibels of noise from pots and pans area.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

Multiple - Food Service Supervisor 9's and 11's , second line supervisor of Cook 7"s

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The Food Service Director is the Administrator of the Food Service area. This includes but is not limited to: ensuring the food is prepared properly and served according to the statewide standardized menu; continual monitoring of sanitation throughout the building; ensuring proper food ordering and record keeping of all food purchased; prisoner payroll; meals served to population, staff, and sent out; meeting with forum committees, answering prisoner correspondence and grievances; reviewing employees schedule ensuring appropriate coverage is available; counseling of employees; and housekeeping plans. Communicating with other areas within the facility to ensure goals and objectives are being met as well as collaborating with custody staff in regards to safety and security of the correctional facility.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25. What is the function of the work area and how does this position fit into that function?

The work area prepares and serves nutritious meals to prisoners and staff within the secure perimeter of a correctional facility. Facilities may house prisoners from one or multiple custody/security levels. Meals are provided three times per day, one meal per shift, to prisoners in main kitchens, satellite kitchens, and feed-in units; select facilities also provide meals to local jails. Meals are prepared from standardized menus and recipes and may include those prepared for therapeutic or religious purposes, or in observance of holidays. This position serves as the Food Services Director and is responsible for the overall operation of the facility’s food services, including but not limited to: budget and inventory control; providing overall direction of food services employees engaged, and overseeing prisoner work crews, in preparing and serving meals while maintaining high sanitation standards and collaborating with custody staff to provide safe and secure food service operations. The position ensures adherence to policies and procedures, food safety laws and codes, public health standards, and budgetary guidelines.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Food Services Supervisor 12
Seven years of experience overseeing a variety of large quantity cooking and food preparation tasks including three years equivalent to a Food Services Supervisor 9 or a Food Services Leader-Prisoner 9, two years equivalent to a Food Services Supervisor 10, or one year equivalent to a Food Services Supervisor 11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of quantity food preparation, services procedures, and practices; of the nutritional value, adaptabilities and uses of various foods; of mathematical calculations used in determining the number of servings in a given amount of food; of numbers and types of workers needed to staff a large foodservice operation; of equipment and supplies used in quantity food preparation and service and its care and operation; of quantity food purchasing, receiving and storage; of quality assurance, infection control, and environmental safety procedures; of occupational hazards and safety regulations and rules; of standards of sanitation and cleanliness employed in handling food; of employee policies and procedures and supervisory techniques. Ability to prepare work reports and correspondence; to maintain inventories and requisition supplies and equipment; to instruct, evaluate and supervise employees; to plan work schedules and maintain work standards; to operate equipment and tools used in the foodservice industry; to communicate and work well with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

4/16/2018

Appointing Authority **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee **Date**