

IMPERIAL COUNTY

CLASS TITLE: FOOD SERVICE LEAD-JAIL

BASIC FUNCTION:

Under the direction of the Food Service Supervisor-Jail, train, assign, provide work direction and guidance to inmates assigned to perform food service activities in an adult correctional facility; monitor work performed to assure food service standards and timelines are met and security is maintained; participate in cooking, baking, food preparation, service and other activities.

REPRESENTATIVE DUTIES:

Review work sheets and determine work assignments considering time lines; review recipe cards for amount of ingredients to be used, verify adequate stock and substitute similar ingredients as necessary; check equipment and utensils needed to assure proper working order and availability.

Perform cooking, baking, food preparation, service and other food service duties as required to assure food service standards and time lines are met.

Train and schedule inmates; provide training in cooking, baking, food preparation service, equipment use and cleaning and sanitation activities and other areas of food service; monitor work performed and behavior and prepare disciplinary memos according to established guidelines and procedures.

Make security checks to assure that equipment is turned off and storage compartments are locked; assist in enforcing security policies according to established guidelines and procedures.

Assist with the ordering and inventory of kitchen items when Food Service Supervisor is absent.

Properly store and explain the use of chemicals and cleaning supplies; assure labels are not removed and that they are stored in the food area.

Check worksheets for items that can be prepared in advance for the following day.

Receive and store breads, dairy products, fresh fruits, vegetables and dry products.

Maintain routine records as assigned.

Drive a vehicle to transport food as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of training and providing work direction.

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Standard kitchen equipment, utensils and measurements.
Sanitation practices related to handling and serving food.
Sanitation and safety practices related to cooking and serving food.
Basic food preparation including washing, cutting and assembling food items and ingredients.
Methods of cooking food in large quantities.
Methods of baking food in large quantities.
Basic math.
Proper lifting techniques.
Inventory methods and practices.
Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Train, assign, provide work direction and guidance to inmates assigned to perform food service activities in an adult correctional facility.
Monitor work performed to assure food service standards and timelines are met and security is maintained.
Participate in cooking, baking, food preparation, service and other activities.
Meet schedules and time lines.
Learn, apply and explain security policies and procedures.
Understand and follow oral and written directions.
Communicate effectively with others.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Maintain routine records.
Prioritize and schedule work.
Lift objects weighing up to 100 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; obtain a food handler's card within specific time lines.

WORKING CONDITIONS:

Food service environment.

Physical abilities required include reaching overhead, above the shoulders and horizontally, bending at the waist, heavy lifting (45 pounds and heavier) to unload and shelve food, climbing step ladders, standing for extended periods of time, and dexterity of hands and fingers to operate food service equipment and prepare meals.

Incumbents are exposed to anti-social or violent behavior from inmates, and heat, fumes, noise and temperature extremes.