

## Edited KSAPC LISTING

**CLASSIFICATION: CORRECTIONAL FOOD MANAGER I (DOC)**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Advanced knowledge of the principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), and serving of food in large quantities to ensure quality control.
K2.	Advanced knowledge of kitchen sanitation and safety procedures used in the operation, cleaning, and care of utensils, equipment and work areas in order to avoid food contamination, food borne illness, safety hazards and to ensure quality control.
K3.	Advanced knowledge of safe food handling procedures to ensure prevention of food borne illness.
K4.	Comprehensive knowledge of food values and nutritional substitutions to provide a nutritionally balanced/adequate diet.
K5.	Advanced knowledge of food accounting methods to ensure budget accountability and sufficient quantities are on hand.
K6.	Advanced knowledge of the use of purchase orders to buy food, supplies and equipment to ensure timely delivery of sufficient quantities.
K7.	Advanced knowledge of methods of cutting and preparing food products to ensure portion/quality control.
K8.	Advanced knowledge of training methods to develop a qualified workforce and provide opportunity for upward mobility and meet the needs of the food service department.
K9.	Comprehensive knowledge of state laws governing the procurement process in order to solicit bids, select vendors, and request purchases.
K10.	Comprehensive knowledge of effective personnel management practices and planning in order to maintain effective working relationships with and comply with personnel policies [e.g., California Department of Human Resources (CalHR), Departmental Operation Manual (DOM), Memorandums of Understanding (MOU), etc.].
K11.	Advanced knowledge of equipment and work areas for culinary departments in order to ensure proper operation of kitchen areas.
K12.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) program regarding regulations, processes, and objectives to provide a harassment free work environment.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Plan palatable and adequate menus and substitutions to ensure a nutritionally balanced diet in compliance with the standardized menu.
A2.	Plan, organize and direct the work of others in order to best utilize staff and inmate workers to serve the inmate population meals in a timely manner and maintain a clean and safe operation.
A3.	Adjust food purchasing in order to respond to population changes within the department and/or institutions.
A4.	Monitor and reconcile inventories in order to request food and supplies from the warehouse to meet operational needs.
A5.	Make requisitions (Std. Form 115) in order to request food and supplies from the warehouse to meet operational needs.
A6.	Use appropriate equipment (e.g., steam kettles, ovens, meat slicers, griddles, steamers, etc.) in order to train employees/inmate workers and supervise menu preparation.
A7.	Evaluate the quality of prepared food in order to ensure that it is palatable and prepared according to recipe.
A8.	Prepare and cook all foods in order to train employees/inmate workers and supervise menu preparation.
A9.	Determine food quantities necessary for varying inmate populations in order to adjust food preparation and distribution according to institutional needs.
A10.	Direct the preparation of special diets (both medical and religious) to ensure inmates with documented needs receive an adequate/appropriate diet.
A11.	Plan food production schedule to ensure timely feeding, palatability and safety of food served.
A12.	Communicate effectively at a level required for successful job performance in order to train staff/inmate workers and complete daily tasks.
A13.	Plan and conduct on the job training to provide information and direction to food service staff and ensure the safe and efficient operation of the food service department.
A14.	Keep records and prepare reports to effectively manage the food service department.

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Skill to:</b>	
S1.	Lift up to 50 pounds in order to accomplish day-to-day activities.

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<b>KSAPC Statements</b>	
<b>Personal Characteristics:</b>	
PC1.	Sympathetic understanding of and willingness to work with the resident population of a State correctional facility in order to effectively manage inmate workers and the general population.
PC2.	Good personal grooming standards in order to present yourself as a professional employee.
PC3.	Freedom from communicable diseases in order to prevent the spread of disease.
PC4.	Good sense of smell and taste in order to judge food quality and condition.
PC5.	Have and maintain sufficient strength, agility, and endurance in order to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising own health and well-being or that of fellow employees or inmates.