

EDITED KSA LISTING

CLASS: SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Detailed knowledge of the principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities to ensure quality control.
K2.	Detailed 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.	Detailed knowledge of safe food handling procedures to ensure prevention of food borne illness.
K4.	General knowledge of food values as well as nutritional and economical substitutions within food groups to provide a nutritionally balanced/adequate diet.
K5.	Detailed knowledge of food accounting methods to ensure budget accountability and sufficient quantities are on hand.
K6.	General knowledge of the use of purchase orders to buy food, supplies and equipment to ensure timely delivery of sufficient quantities.
K7.	General knowledge of methods of cutting and preparing food products to ensure portion control, quality control, and that adequate quantity is provided.
K8.	General knowledge of training methods to determine training needs, evaluate training results, develop a qualified workforce, provide opportunity for upward mobility and meet the needs of the food service department.
K9.	Detailed knowledge of principles of effective supervision in order to successfully manage all aspects of the food service operations.
K10.	Detailed knowledge of laws, rules and regulations governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs to ensure compliance with penal codes, Title 15, DOM, etc.
K11.	General knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of personnel.
K12.	General knowledge of a manager's role in the Equal Employment Opportunity program regarding regulations, processes, and objectives to promote the department's equal employment opportunity policies and goals in making hiring decisions and to provide a harassment free work environment.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K13.	General knowledge of computer usage (e.g. hardware, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.
K14.	Advanced knowledge of inventory control in order to know what supplies need to be ordered and what supplies are on hand.

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	Skill to:
S1.	Plan palatable and adequate menus and substitutions are provided to ensure a nutritionally balanced diet in compliance with the standardized menu.
S2.	Plan, organize, and direct the work of others to ensure quality services and products are provided in the food service operation.
S3.	Adjust menus to meet increasing/decreasing population counts to ensure quality services and products are provided in the food service operation.
S4.	Perform inventories and make requisitions based on the current inventory to ensure sufficient quantities of food, equipment and supplies are on hand.
S5.	Safely use appropriate food service equipment in order to prepare, cook, dispense, and serve food.
S6.	Judge food quality to ensure that palatable, eye appealing food is served.
S7.	Prepare and appropriately cook all food groups to ensure nutritious meals are served.
S8.	Determine food quantities as necessary for groups of varying size to ensure that different dining facilities receive adequate quantities of food.
S9.	Direct the preparation of special diets to ensure those inmates with documented needs receive an adequate/appropriate diet.
S10.	Plan food production schedule to ensure timely feeding, palatability and safety of food served.
S11.	Communicate effectively in order to provide an exchange of information to provide direction to food service staff, inmate workers and others.
S12.	Plan and conduct IST/OJT training to provide information and direction to food service staff, inmate workers and others to ensure the safe and efficient operation of the food service department.
S13.	Analyze situations accurately and adopt an effective course of action to ensure quality services, safety and an efficient food service operation.
S14.	Keep records and prepare reports in order to provide information, documentation, and ensure compliance with various policies, procedures, laws and regulations.

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S15.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
S16.	Operate a computer in order to access, enter, update and retrieve information.

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	Ability to:
A1	Lift up to 30 pounds in order to accomplish day-to-day activities.

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	Special Personal Characteristics:
SPERC1.	Sympathetic understanding and willingness to work with the inmate population of a State correctional facility in order to gain their cooperation and respect to effectively perform the required duties of a Supervising Correctional Cook (DOC).
SPERC2.	Supervisory ability to direct, motivate, and instruct food service staff and inmate workers and others in accordance with the policies and procedures of the Department of Corrections and Rehabilitation in order to maintain the safety and security of the correctional facility.
SPERC3.	Maintain personal cleanliness and freedom from communicable diseases in order to ensure the health and safety of food service staff, inmate population and others to effectively perform the required duties of a Supervising Correctional Cook (DOC).
SPERC4.	Good sense of smell and taste in order to ensure quality meals are provided in the food service operation.

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	Special Physical Characteristics:
SPHYC1.	Reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising his/her health and well-being or that of their fellow employees or inmates.
SPHYC2.	Assignments include supervision and sole responsibility of inmates in a facility and/or including remote areas and the protection of personal and real property to meet the needs of the food service operation and mission of the Department.