

## EDITED KSAPC LISTING

**CLASSIFICATION: SUPERVISING COOK II, CORRECTIONAL FACILITY (CF)**

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

| <b>KSAPC Statements</b> |  |
|-------------------------|--|
| <b>Knowledge of:</b>    |  |
| K1.                     | Comprehensive 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.                     | Comprehensive 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 and comply with safety hazards. |
| K3.                     | Comprehensive knowledge of safe food handling procedures to ensure prevention of food borne illness and comply with ServeSafe standards/Hazard Analyst Critical Control Point (HACCP).   |
| K4.                     | Basic knowledge of food values as well as nutritional and economical substitutions within food groups to provide a nutritionally balanced/adequate diet.   |
| K5.                     | Comprehensive knowledge of principles of effective supervision in order to successfully manage all aspects of the food service operations.   |
| K6.                     | Comprehensive knowledge of food accounting methods to ensure budget accountability and sufficient quantities are on hand.  |
| K7.                     | Basic knowledge of the use of purchase orders to buy food, supplies and equipment to ensure timely delivery of sufficient quantities.  |
| K8.                     | Comprehensive knowledge of methods of cutting and preparing food products to ensure portion control, quality control, and that adequate quantity is provided.  |
| K9.                     | Comprehensive 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.                |
| K10.                    | Basic 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.                  |
| K11.                    | Basic knowledge of a manager's role in the EEO program regarding regulations, processes, and objectives to promote the Department's EEO policies and goals in making hiring decisions and to provide a harassment free work environment.     |
| K12.                    | <b>Basic knowledge of computer usage (e.g., hardware, software programs, Business Information Systems [BIS], etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.</b>                       |
| K13.                    | <b><i>Comprehensive knowledge of inventory control in order to know what supplies need to be ordered and what supplies are on hand.</i></b>  |
| K14.                    | <b>Basic knowledge of food replacements (i.e., medical diet or religious diet) in order to maintain the adequate diet per medical and religious documentation.</b>   |

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|-----------------------------|---|
| <b><i>Knowledge of:</i></b> |   |
| K15.                        | <b>Basic knowledge of laws, rules and regulations governing supervision of youthful offenders, including disciplinary actions, youthful offender appeals, and work incentive programs to ensure compliance with penal codes, Title 15, Department Operations Manual (DOM), etc.</b> |

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| <b>Ability to:</b>      |  |
| A1.                     | Plan palatable and adequate menus and substitutions to ensure a nutritionally balanced diet in compliance with the standardized menu and the National Breakfast and Lunch School Program.                                |
| A2.                     | Plan, organize, and direct the work of others to ensure quality services and products are provided in the food service operation.  |
| A3.                     | Perform inventories and make requisitions based on the current inventory to ensure sufficient quantities of food, equipment and supplies are on hand.  |
| A4.                     | Safely use appropriate food service equipment in order to prepare, cook, dispense, and serve food.   |
| A5.                     | Determine food quantities as necessary for groups of varying size to ensure that different dining facilities receive adequate quantities of food.  |
| A6.                     | Direct the preparation of special diets to ensure those youthful offenders with documented needs receive an adequate/appropriate diet.   |
| A7.                     | Plan food production schedule to ensure timely feeding, palatability and safety of food served.  |
| A8.                     | Plan and conduct In Service Training/On the Job Training to provide information and direction to food service staff, youthful offenders, etc. to ensure the safe and efficient operation of the food service department. |
| A9.                     | Analyze situations accurately and adopt an effective course of action to ensure quality services, safety and an efficient food service operation.  |
| A10.                    | Keep records and prepare reports in order to provide information, documentation, and ensure compliance with various policies, procedures, laws and regulations.  |
| A11.                    | 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.                          |
| A12.                    | <b>Adjust menus to meet increasing/decreasing population counts to ensure quality services and products are provided in the food service operation.</b>  |
| A13.                    | <b>Communicate effectively in order to provide an exchange of information, direction to food service staff, youthful offenders and others.</b>   |
| A14.                    | <b>Operate a computer in order to access, enter, update and retrieve information.</b>  |
| A15.                    | <b>Lift up to 50 pounds in order to accomplish day-to-day activities.</b>  |

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| <b>Skill to:</b>        |   |
| S1.                     | Judge food quality to ensure that palatable, eye appealing food is served.            |
| S2.                     | Prepare and appropriately cook all food groups to ensure nutritious meals are served. |

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| <b><i>Personal Characteristics:</i></b> |   |
| PC1.                                    | Sympathetic understanding and willingness to work with the youthful offenders' population of a State correctional facility in order to gain their cooperation and respect to effectively perform the required duties.   |
| PC2.                                    | Supervisory ability to direct, motivate, and instruct food service staff, youthful offenders 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. |
| PC3.                                    | Maintain personal cleanliness in order to ensure the health and safety of food service staff, youthful offenders and others to effectively perform the required duties.   |
| PC4.                                    | Good sense of smell and taste in order to ensure quality meals are provided in the food service operation.  |
| PC5.                                    | Freedom from communicable diseases in order to ensure the health and safety of food service staff, youthful offenders and others to effectively perform the required duties.  |