

EDITED TASK LISTING

CLASSIFICATION: FOOD MANAGER, CORRECTIONAL FACILITY

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

Task Statements	
1.	Plan all food service activities in a Youth Correctional Facility in order to ensure the youthful offender population is fed adequate and nutritious meals utilizing Recommended Daily Allowance (RDA) nutritional standards for high school students as required by the National School Breakfast, Lunch and Snack Programs on a daily basis.
2.	Direct all food service activities in a Youth Correctional Facility in order to ensure the youthful offender population is fed adequate and nutritious meals utilizing RDA nutritional standards for high school students as required by the National School Breakfast, Lunch and Snack Programs on a daily basis.
3.	Coordinate all food service activities in a Youth Correctional Facility in order to ensure the youthful offender population is fed adequate and nutritious meals utilizing RDA nutritional standards for high school students as required by the National School Breakfast, Lunch and Snack Programs on a daily basis.
4.	Develop procedures (e.g. Youth Administrative Manual (YAM), Facility Food Service Operation Manual, California Retail Food Code, etc.) in order to comply with standards and policies governing the service and sanitation of the Food Service Department utilizing copies of the various regulations, as needed.
5.	Apply procedures (e.g. YAM, Facility Food Service Operation Manual, California Retail Food Code, etc.) in order to comply with standards and policies governing the service and sanitation of the Food Service Department utilizing copies of the various regulations, as needed.
6.	Manage food service staff and youthful offenders in food service areas to provide information, guidance, work assignments in the feeding of the youthful offender population and staff utilizing government laws, rules and regulations (e.g., State Personnel Board (SPB) guidelines, Department of Personnel Administration (DPA), Equal Employment Opportunity (EEO), Memorandum of Understanding (MOU), California Code of Regulations - Title 15, etc.) on a continuous basis.
7.	Train and develop food service staff and youthful offenders in the preparation, cooking, and dispensing of food in order to provide meals for the youthful offender population and staff utilizing personal experience, On the Job Training (OJT), Hazard Analysis Critical Control Points (HACCP) guidelines, policies and procedures on a continuous basis.
8.	Monitor food service staff and youthful offenders in the preparation, cooking, and dispensing of food in order to provide meals for the youthful offender population and staff utilizing personal experience, OJT, HACCP guidelines, policies and procedures, etc. on a continuous basis.
9.	Evaluate and/or review the performance of food service staff to ensure that performance standards are met by providing recommendations for improvement, feedback regarding performance, etc. utilizing Individual Development Plans, Probationary Reports, work performance evaluations, SPB and DPA guidelines, MOUs, YAM, etc. on a continuous basis.

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

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10.	Initiate the Progressive Discipline process to improve the food service staff performance or address issues of substandard performance by taking appropriate personnel action (e.g., formal/informal counseling, Employee Assistance Program, letter of instruction, and/or recommend further action, etc.) utilizing Individual Development Plans, Probationary Reports, SPB and DPA guidelines, MOUs, YAM, etc. on a continuous basis.
11.	Develop training for staff and youthful offenders in the cleaning and sanitation of cooking utensils, equipment, and work areas to ensure compliance with Departmental rules and regulations utilizing personal computers, training aids, California Retail Food Code, HACCP, MSDS, etc., as required.
12.	Implement the training of staff and youthful offenders in the cleaning and sanitation of cooking utensils, equipment, and work areas to ensure compliance with Departmental rules and regulations utilizing training aids, handouts, OJT, etc., as required.
13.	Manage and monitor the staff and youthful offenders in cleaning and sanitizing cooking utensils, equipment, and work areas to ensure compliance with Departmental rules and regulations utilizing training aids, handouts, OJT, etc. on a continuous basis.
14.	Schedule and conduct safety and sanitation inspections by reviewing reports and logs to ensure a safe working environment on a daily basis.
15.	Manage and monitor the requisition of food and supplies from the institutional warehouse to ensure adequate stock utilizing communication skills, personal computers, menus, forms, etc., as needed.
16.	Manage and monitor the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity and proper storage utilizing State Contracts, Purchase Orders, SAM, YAM, HACCP guidelines, Stock Received Report (SRR), etc., as necessary.
17.	Manage and monitor food, supplies, and equipment purchasing in order to ensure adequate inventories are on hand to feed the youthful offenders and staff utilizing purchase orders, State Contracts, Delegated Purchases, Schedule 9, etc., as required.
18.	Develop menu/recipe substitutions when necessary to ensure a balanced diet for the youthful offender population utilizing inventories on hand, standardized recipes and etc., as needed.
19.	Monitor and document special diet requirements (medical and religious) in order to protect the health of youthful offenders and ensure compliance with legal mandates utilizing doctor and/or chaplain orders, as needed.
20.	Review written documents and reports (e.g., employee work schedules, safety and sanitation inspection reports, performance reports, accident/injury reports, etc.) to ensure compliance with MOUs, SAM, YAM, CCR-Title 15, etc. utilizing personal computers, forms, departmental policies and procedures, etc., as required.
21.	Submit reports (e.g. Monthly Record Of Meals Served Report, Quarterly Food Report, etc.) to management in order to receive reimbursable money from the National School Breakfast, Lunch and Snack Programs, as needed.

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22.	Oversee the conduct of youthful offenders in conjunction with institutional staff to ensure the safety and security of the institution and the general public using personal awareness, training, personal alarm locating system (PALS), tool control, etc., as required.
23.	Maintain security of work areas, equipment and supplies (e.g. computers, copy machines, telephones, paperwork, files, etc.) in order to maintain confidentiality of personal information and prevent unauthorized access by youthful offenders and staff as required by the Information Security Act and YAM utilizing personal awareness, training and tool control as necessary.
24.	Train and monitor staff in the proper completion of required youthful offender forms (e.g., timecards, evaluations, disciplinary reports, etc.) in order to document hours worked and work performance utilizing formal/informal training, personal computers, standard forms, etc. on a continuous basis.
25.	Recruit and hire staff in the food service department in order to maintain operational efficiency utilizing candidate eligibility lists, state applications, interviewing techniques, job descriptions and standardized questions, as needed.
26.	Manage the National School Breakfast, Lunch and Snack Programs in order to maintain compliance utilizing the State approved standardized menu and recipes and daily count records and procedures.
27.	Monitor staff in the preparation of materials for recycling (e.g., cans, plastic bottles, cardboards, grease, etc.) in order to support the department's recyclable program utilizing Personal Protective Equipment (PPE), sorting bins, barrels, etc., as required.
28.	Monitor tool, key, and lock control to prevent physical assaults and unauthorized access by youthful offenders utilizing tool log and correctional awareness as necessary to maintain compliance with Departmental rules, regulations, and procedures.
29.	Develop and monitor safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the youthful offender population on a continuous basis.
30.	Review and monitor the youthful offender progressive discipline process performed by food service staff by approving/denying disciplinary recommendations utilizing I & C Manual, formal/informal training, communication, etc., as necessary.
31.	Ensure all staff and youthful offenders receive required formal/informal training in order to comply with in-service training (IST) requirements utilizing standard departmental forms, supervisory records, as necessary.
32.	Estimate food requirements based on youthful offender population utilizing USDA approved software to calculate the amount of food to purchase as required per the National School Breakfast, Lunch and Snack Programs, as needed.

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33.	Write justifications for replacement of food service equipment in order to maintain operational integrity utilizing guidelines, timeframes, and rules, regulations set forth by the Department of General Services, as needed.