

## EDITED KSAPC LISTING

**CLASSIFICATION: SUPERVISING CORRECTIONAL COOK, DOC**

**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 to prevent food contamination, food borne illness, safety hazards and provide quality control.
K3.	Comprehensive knowledge of safe food handling procedures to prevent food borne illness.
K4.	Basic knowledge of food values and nutritional substitutions within food groups to provide a nutritionally balanced/adequate diet.
K5.	Basic knowledge of food accounting methods to maintain budget accountability and sufficient quantities on hand.
K6.	Basic knowledge of the use of purchase orders to buy food, supplies and equipment to ensure timely delivery of sufficient quantities.
K7.	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.
K8.	Comprehensive knowledge of principles of effective supervision to successfully manage all aspects of the food service operations.
K9.	Basic knowledge of laws, rules and regulations governing supervision of inmates/youthful offenders, including disciplinary actions, inmate/youthful offender appeals, and work incentive programs to comply with penal codes, Title 15, DOM, etc.
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 Equal Employment Opportunity (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>Comprehensive knowledge of methods of cutting and preparing food products to maintain portion control, quality control, and that adequate quantity is provided.</b>
K13.	<b>Basic knowledge of computer usage (e.g., hardware, software programs, etc.), to maintain accurate records, successfully communicate and contribute to the department's needs.</b>
K14.	<b>Comprehensive knowledge of inventory control to know what supplies need to be ordered and what supplies are on hand.</b>

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<b>KSAPC Statements</b>	
<b>Skill to:</b>	
S1.	Plan palatable and adequate menus and substitutions to provide a nutritionally balanced diet in compliance with the standardized menu.
S2.	Plan, organize, and direct the work of others to provide quality services and products in the food service operation.
S3.	Adjust menus to meet increasing/decreasing population counts to provide quality services and products in the food service operation.
S4.	Perform inventories and make requisitions based on the current inventory to maintain sufficient quantities of food, equipment and supplies on hand.
S5.	Safely use appropriate food service equipment to prepare, cook, dispense, and serve food.
S6.	Judge food quality so that palatable, eye appealing food is served.
S7.	Prepare and appropriately cook all food groups to make sure nutritious meals are served.
S8.	Determine food quantities as necessary for groups of varying size so that different dining facilities receive adequate quantities of food.
S9.	Direct the preparation of special diets to provide inmates that have documented needs an adequate/appropriate diet.
S10.	Plan food production schedule to provide timely feeding, palatability and safety of food served.
S11.	Successfully communicate and exchange information to food service staff, inmate workers and others, for proper direction.
S12.	Plan and conduct training information and direction to food service staff, inmate workers and others for the safe and efficient operation of the food service department.
S13.	Analyze situations accurately and adopt an effective course of action to provide quality services, safety and an efficient food service operation.
S14.	Keep records and prepare reports to provide information and document compliance with various policies, procedures, laws and regulations.
S15.	Contribute to the Department's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment free of harassment and discrimination.
S16.	<b>Operate a computer to access, enter, update and retrieve information.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Lift up to 30 pounds to accomplish day-to-day activities.

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
SPC1.	Sympathetic understanding and willingness to work with the inmate/youthful population of a State correctional facility to gain their cooperation and respect to better perform the required duties of a Supervising Correctional Cook (DOC).
SPC2.	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 to maintain the safety and security of the correctional facility.
SPC3.	Maintain personal cleanliness and freedom from communicable diseases for the health and safety of food service staff, inmate population and others to perform the required duties of a Supervising Correctional Cook (DOC).
SPC4.	Good sense of smell and taste to provide quality meals.

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<b>KSAPC Statements</b>	
<b><i>Physical Characteristics:</i></b>	
PHC1.	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/youthful offenders.