



<p>POSITION DESCRIPTION</p> <p>Kitchen Manager</p> <p>FLSA Status: Non Exempt Classification: Occupational Salary Grade/Band:</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Duchesne County Jail Commander Revised: _____ Human Resources Initials: _____</p>
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POSITION PROFILE

Under the supervision of the Jail Commander or shift officer, performs a variety of lead worker and skilled duties related to overseeing the preparation and serving of food and food items to facility prisoners and shift personnel. Provides general supervision of inmate workers to food services. Provides close supervision to fulltime cook(s).

- GOALS**
- To adhere to all regulations regarding food safety and processing.
 - To provide safety of and observes inmate behavior.
 - To maintain a clean and safe working environment.
 - To reduce kitchen liabilities though knowledge and practices of the Policy and Procedures of the Duchesne County Sheriff's Office.

- ESSENTIAL FUNCTIONS**
- Plans menus and organizes the preparation, cooking and serving of food to resident prisoners and jail/office employees.
 - Prepares daily meal menu; determines meal count and special dietary needs of inmates related to health and medical conditions.
 - Monitors kitchen area to assure against smuggling and theft of kitchen utensils; assures kitchen and cafeteria are secure.
 - Supervises the maintenance of culinary equipment, assures security processes related to access to kitchen equipment, supplies and work areas.
 - Manages food and supply inventory; monitors inventory, orders and coordinates deliveries of food and supplies from vendors; works closely with vendors and negotiates price breaks on supplies.
 - Prepares regular reports related to number of meals served and submits to division supervisors.
 - Inspects and maintains food handling and safety standards; maintains records and prepares reports; receives and documents deliveries, verifies required quantities and quality of items.
 - Supervises kitchen cooks assigned to assist with meal preparation; trains workers regarding kitchen and cleaning

duties; assures proper delivery of training for “Food Handlers Permit” and “Serv-Safe” certifications.

- Observes worker activity to assure conformity to policies and procedures; reports violations; conducts daily health and cleanliness inspections of prisoners work; enforces fire, health, and safety rules in the kitchen.
- Delivers invoices and bills to Office Manager for payment.
- Assures adequate portions are served consistent with standards, regulations and nutritional needs.
- Supervises and participates in cleaning kitchen equipment.
- Prepares written or verbal reports regarding equipment repair needs or malfunctions.
- Subject to on call status.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent; and
- Four (4) years of experience in institutional, restaurant, or related food service experience.
- Must be at least 21 years of age; and
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must have current Utah Food Handler’s Permit.
- Must be able to successfully pass a criminal background investigation.

SKILLS/ABILITIES

- Knowledge of nutrition planning; cooking and baking techniques.
- Performs and oversees food preparation and service.
- Ability to plan menus and compute calorie counts.
- Ability to perform security and emergency procedures.
- Skill in operating kitchen appliances and equipment.
- Ability to read and follow recipes.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and inmates.
- Ability to react effectively and safely in emergency and stressful situations.
- Knowledge and application of basic first aid.
- Ability to problem solve.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate inmate conduct.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to communicate effectively verbally and in writing.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the supervisors, staff in both written and verbal forms.
- Must be able to read and understand state, federal, and local regulations governing food safety, handling, and inspection, and operations with the correctional facility.

REASONING ABILITY

- Ability to carry out instructions furnished in written or verbal form.
- Ability to interpret and produce numerical reports.
- Ability to make independent judgments requiring quick and effective decision making.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds and move more than 100lbs with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS

- Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset.
- Many functions of the work pose high degree of hazard uncertainty. Periodic exposure to the presence of blood borne or airborne pathogens.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.