

EDITED KSAPC LISTING

CLASSIFICATION: Assistant Correctional Food Manager, DOC

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the principles, procedures, and equipment used in the receiving, storage, preparation, cooking (including baking), distribution, and serving of food in large quantities to ensure quality and portion control.
K2.	Comprehensive knowledge of safe food handling, kitchen sanitation and safety procedures used in the operation, cleaning, and care of utensils, equipment and work areas to avoid food contamination and/or illness and safety hazards.
K3.	Comprehensive knowledge of nutritional and economical substitutions within the food groups to provide a nutritionally balanced and/or adequate diet.
K4.	Comprehensive knowledge of food accounting methods to verify budget accountability and sufficient quantities are on hand.
K5.	Comprehensive knowledge of the use of procurement process to buy food, supplies and equipment for timely delivery of sufficient quantities.
K6.	Comprehensive knowledge of training methods to certify an adequately trained workforce and provide opportunity for upward mobility.
K7.	Comprehensive knowledge of methods of cutting and preparing food products for portion and/or quality control.
K8.	Basic knowledge of effective personnel management practices and planning to maintain effective working relationships with staff, custody, inmates and comply with personnel policies.
K9.	Comprehensive knowledge of work areas and/or equipment in the food service department to maintain a safe and/or efficient work space.
K10.	Basic knowledge of the statewide Equal Employment Opportunity (EEO) Program objectives to effectively supervise and manage personnel.
K11.	Basic knowledge of a manager's role in the EEO guidelines to maintain discrimination free work environment.
K12.	Comprehensive 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, Code of Regulations -Title 15, Department Operations Manual, etc.
K13.	Comprehensive knowledge of departmental policy to manage, plan, direct, and coordinate the food service operation.
K14.	Basic knowledge of computer usage to maintain accurate records, communicate effectively and contribute to the Department's needs.

EDITED KSAPC LISTING

CLASSIFICATION: Assistant Correctional Food Manager, DOC

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

KSAPC Statements	
Ability to:	
A1.	Review menus and/or plan substitutions to maintain compliance with the State Standardized Menu.
A2.	Direct the work of supervisors to best utilize staff and inmate workers.
A3.	Adjust food inventory to respond to population changes and/or emergency situations.
A4.	Monitor inventories and make requisitions (std. form 115) to request food and supplies from the warehouse to meet operational needs.
A5.	Supervise the use of appropriate equipment (e.g., steam kettles, ovens, meat slicers, griddles, steamers, etc.) to maintain efficient daily operations.
A6.	Oversee the quality of food to ensure that it is palatable according to recipe.
A7.	Oversee food shipments upon receipt to certify that they are received in accordance with the required specifications.
A8.	Monitor the preparation of all foods to train employees and inmate workers.
A9.	Adjust food inventories as necessary for varying inmate populations to meet institutional needs.
A10.	Oversee the preparation of religious diets in compliance with documented needs.
A11.	Project food and equipment needs to justify annual food service expenditures.
A12.	Oversee food production schedule to certify timely feeding, palatability and safety of food served.
A13.	Communicate effectively at a level required for successful job performance to train staff and inmate workers, prepare written documents and interact professionally.
A14.	Conduct On the Job Training (OJT) to train food service staff, custody and inmate workers for the safe operation of the department.
A15.	Analyze all situations to effectively direct staff response following safety and/or security protocol.
A16.	Monitor and archive transactions, employee documents and training to maintain historical records.
A17.	Promote the Department's Equal Employment Opportunity objectives to create an environment free of harassment and discrimination.
A18.	Operate a computer to enter, update and retrieve information.

EDITED KSAPC LISTING

CLASSIFICATION: Assistant Correctional Food Manager, DOC

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

KSAPC Statements	
Personal/Physical Characteristics:	
SPC1.	Understanding and willingness to work with the inmate population of a State correctional facility to effectively manage inmates.
SPC2.	Demonstrate supervisory ability to manage a Food Service Department.
SPC3.	Display good personal grooming standards to display professionalism and set a good example for staff to follow.
SPC4.	Good sense of smell and taste to judge food quality and condition.
SPC5.	Freedom from communicable diseases to prevent the spread of disease.
SPC6.	Maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and wellbeing or that of their fellow employees or inmates.
SPC7.	Supervise inmates and/or protect personal and/or real property to certify safety and security within the institution.