

EDITED TASK LISTING

CLASSIFICATION: ASSISTANT CORRECTIONAL FOOD MANAGER, DOC

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

Task Statements	
1.	Oversee supervisory food service staff to provide direction and guidance utilizing mandated supervisory training and government laws, rules and regulations (e.g., California Retail Food Code [CRFC], Food Service Handbook, Department Operations Manual [DOM], Equal Employment Opportunity [EEO], California Code of Regulations - Title 15, etc.) on a daily basis.
2.	Oversee supervisory food service staff in the inventory control of food service equipment and various supplies (e.g., food, chemicals, cleaning/paper products, etc.) to maintain food service department feeding program requirements, deter theft or abuse of supplies, maintain cost control, etc. utilizing knowledge of institution requirements and program needs on an on-going basis.
3.	Oversee training of food service staff in the preparation, storage, cooking, distribution and serving of food in multiple sites to provide meals for the inmate population utilizing Health and Safety guidelines, Hazard Analysis Critical Control Points (HACCP) guidelines, institutional policies, and standard operating procedures (SOP), etc. on a continuous basis.
4.	Oversee the food service staff and inmate workers in cleaning and sanitizing cooking utensils, equipment, and food service work areas to maintain compliance utilizing cleaning supplies, rules and regulations (e.g., CRFC, HACCP, California Department of Corrections and Rehabilitation (CDCR) Food Service Handbook, Safety Data Sheets [SDS]), etc. on a continuous basis.
5.	Train and supervise food service staff to enforce the conduct of inmate workers, in conjunction with custody staff to prevent escapes, damage to state property, or physical assaults utilizing departmental safety and security measures (e.g., tool, equipment, key and lock control, personal alarm checks, etc.) on a daily basis.
6.	Enforce security of working areas, office machines and supplies to maintain confidentiality (Health Insurance Portability and Accountability Act [HIPAA]), control inmate access to communication devices, prevent escapes and/or fraud, etc. utilizing key and tool control, passwords, Information Security Act and DOM as mandated.
7.	Communicate with various interdepartmental personnel and/or outside agencies to respond to emergencies and share information utilizing communication skills, and office equipment on a continuous basis.
8.	Serve as a Subject Matter Expert for the Department on Qualifications Assessments, Qualification Appraisal Panels, hiring interview panels, etc. to provide professional expertise utilizing supervisory skills, communication techniques and institutional policies as requested by administration.
9.	Formulate Corrective Action Plans (CAP) for departmental and/or interdepartmental divisions (e.g., American Correctional Association [ACA], Department of Public Health [DPH], etc.) to correct deficiencies and justify budgetary adjustments utilizing inspection reports, departmental policies, etc. as required.

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

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10.	Implement and monitor CAPs for the Food Service Department to verify corrective plans and timelines are followed utilizing available personnel, budgetary constraints, institutional rules, policies, and procedures under the guidance of the Food Manager.
11.	Monitor staff schedule for various shifts to maintain coverage, and reduce overtime utilizing memorandum of understanding (MOU), tracking tools, post-assignment schedule, and current institutional needs on a daily basis.
12.	Oversee the procurement process (e.g., delegated purchases, mandatory contracts, Prison Industry Authority [PIA], etc.) to certify the food service department is following the Department of General Services (DGS) procurement guidelines, rules and procedures utilizing Business Information Systems (BIS) as necessary.
13.	Project food production based on inmate population to provide nutritionally adequate meals approved by the State Standardized Menu (SSM) utilizing HACCP guidelines, standardized recipes, substitution guidelines, etc. on a continuous basis.
14.	Monitor approved menu substitutions when necessary to maintain a nutritionally balanced and/or heart healthy diet for inmates utilizing the CDCR Food Service Handbook, standardized recipes, and stock on hand as necessary.
15.	Oversee the correct portions are provided to inmates in compliance with the SSM, utilizing proper serving utensils, meal sample reports, HACCP documentation, training of staff and inmates, and on a continuous basis.
16.	Plan menus for special meals not covered by the standardized menu to provide palatable and adequate meals for inmates or staff using available resources and equipment as needed.
17.	Monitor religious meals to maintain compliance with legal mandates utilizing the religious diet listing from the Community Resource Manager, SSM and Kosher Menu as required by DOM on a daily basis.
18.	Monitor safety and sanitation inspections of food service work areas to be in compliance with health and safety standards, utilizing CRFC guidelines, ACA standards, Injury and Illness Prevention Program (IIPP), food service inspection reports and DOM on an ongoing basis.
19.	Implement and monitor safe food handling practices (e.g., personal hygiene, time and/or temperature, label and/or date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., DOM, HACCP, CDCR Food Service Handbook, CRFC, etc.) to prevent foodborne illness on a continuous basis.
20.	Oversee the training of food service staff in the searching of culinary areas to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, etc.) utilizing communication and/or supervisory skills within established law, policies and procedures, etc. as required.
21.	Monitor staff training in the disposal of kitchen waste to maintain facility safety and sanitary conditions utilizing institutional policies and procedures, health and safety regulations, etc. on a daily basis.

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22.	Monitor staff training in tool, key, and lock control to reduce theft and/or prevent inmate access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc. on a daily basis.
23.	Monitor the timely requisition of food, supplies and equipment from the institutional warehouse based on space availability to maintain adequate stock and/or equipment utilizing delivery schedules, SSM, inventory and population projections, etc. as required.
24.	Monitor the timely order and verify the budgetary compliance of food, equipment, supplies from private vendors and state agencies to feed the inmates utilizing purchase orders, State Contracts, Delegated Purchases and BIS, etc. on a daily basis.
25.	Monitor the receiving, inspecting and storing of food, equipment/supplies to maintain, quantity, and proper storage and/or temperatures utilizing State Contracts, Delegated Purchases, and HACCP guidelines, etc. on a daily basis.
26.	Monitor food, supplies, and equipment purchasing to maintain adequate inventories are on hand for emergencies (e.g., power outages, lockdown, riots, community emergencies, etc.) using contingency plans, current inventories, food service budget, etc. utilizing the DOM, State Food Service Handbook and DGS as required.
27.	Oversee the preventative maintenance and/or repair of food service equipment with the Plant Operations Department to extend the life and proper functioning of the equipment and maintain staff and/or inmate worker safety utilizing the Schedule 9, maintenance schedules, work orders, service agreements, etc. on a daily basis.
28.	Train and monitor staff in the prevention of accidents and/or injuries in the food service area to create a safe work environment by utilizing rules, regulations and procedures (e.g. Occupational Safety and Health Administration [OSHA], IIPP, DOM, etc.) on a continuous basis.
29.	Participate in conferences and special assignments to maintain and improve departmental standards utilizing personal experiences and networking skills as required.
30.	Attend and participate in meetings (e.g., departmental, interdepartmental, and inmate committees) to share information regarding food service issues utilizing communication skills, reports, etc. as required.
31.	Monitor supervisory staff in the proper completion of inmate required documentation (e.g., Strategic Offender Management Systems (SOMS), evaluations, discipline reports, and Inmate Work Training Incentive Program, etc.) to document hours and work performance utilizing computers and standard forms, etc. on a daily basis.
32.	Participate in hiring interviews to fill vacant positions and to maintain operational efficiency, utilizing candidate eligibility lists, state applications, interviewing techniques, job descriptions and standardized questions as needed.
33.	Monitor supervisory staff to adhere to the institutional feeding schedule (e.g., work, school, medical, recreational, etc.) utilizing time management and communication on a daily basis.

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34.	Attend training classes as mandated by the department for managers and supervisors (e.g., sexual harassment, use of force, equal employment opportunity, blood borne pathogens, etc.) to meet the conditions of employment utilizing In-Service Training as required.
35.	Direct office staff and/or inmate clerk responsible for clerical and technical support of the Food Service Department to maintain and archive all necessary records and reports utilizing basic supervisory skills and abilities on a daily basis.
36.	Monitor the Progressive Discipline process to correct and/or improve food service staff performance/behavior by taking appropriate personnel action (e.g., coordinate with management, Employee Relations Officer [ERO], etc.) utilizing CCR-Title 15, Performance Evaluations, Employee Assistance Program (EAP), MOUs, and DOM, etc. as necessary.
37.	Evaluate and/or review the performance of food service staff and/or supervisors to confirm standards are met by providing recommendations for improvement and additional training, utilizing CCR-Title 15, Performance Evaluations, MOUs, DOM, etc. on a continuous basis.
38.	Review written performance documents and reports to maintain compliance with HACCP, DOM, CCR-Title 15, etc. utilizing computers, forms, departmental policies and procedures, etc., as required.
39.	Review request for interview (GA22 form) and/or appeals (Std. 602 form) within designated timeframes to maintain compliance with DOM, CCR-Title 15, etc. utilizing standardized forms, supervisory skills, training and communication techniques, as needed.
40.	Monitor the post and bid process to comply with the MOU contract, annually.
41.	Review the Food Service Post Assignment Schedule (PAS) for reconciliation with the institution's PAS to verify correct staff assignment and comply with departmental Personnel policies and procedures on a quarterly basis.
42.	Monitor the food service recycling program (e.g., cans, plastic bottles, cardboard, food waste, etc.) to support the Department's recyclable program utilizing PPE, sorting bins, barrels, and dumpsters on a daily basis.