

EDITED TASK LISTING

CLASSIFICATION: CORRECTIONAL FOOD MANAGER II (DOC)

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

Task Statements	
1.	Coordinate all food service activities at the management level in a correctional institution to maintain adequate food supply utilizing government laws, rules, and regulations (e.g., California Retail Food Code [CRFC], Food Service Handbook [FSH], Department Operations Manual [DOM], and California Code of Regulations–Title 15 [CCR–Title 15], etc.), on a daily basis.
2.	Oversee the preventative maintenance/repair of food service equipment with the Plant Operations Department to extend the life and proper handling of the equipment utilizing the Schedule 9, maintenance schedules, Injury Illness Prevention Program (IIPP), scheduled inspections, etc., on a daily basis.
3.	Direct and oversee staff in the inventory control of food, equipment, cleaning/paper products, etc. to meet feeding program requirements utilizing knowledge of institution requirements, CRFC, CCR –Title 15, DOM, etc., on a continuous basis.
4.	Conduct safety and sanitation inspections of food service work areas in order to warrant compliance with health and safety standards, utilizing CFRC guidelines, IIPP, and DOM, on an on-going basis.
5.	Train food service staff in in the preparation, storage, cooking, and distribution of foods in multiple sites in order to provide meals for the inmate population utilizing health and safety standards, Hazard Analysis Critical Control Points (HACCP) guidelines, institutional policies, standard operating procedures (SOP), and Environmental Health Requirements, on a daily basis.
6.	Supervise inmate workers indirectly/directly in the food service department to prevent escapes, physical assaults or death, utilizing departmental safety and security measures (e.g., tool, equipment, key and lock control, personal alarm checks, etc.) on a continuous basis.
7.	Enforce security of working areas, office machines and supplies (e.g., computers, copy machines, telephones, etc.) to maintain confidentiality of personal information, utilizing key and tool control, passwords, locked file cabinets, Information Security Act and DOM as mandated.
8.	Oversee the searches of inmate workers in conjunction with custody staff in order to identify and confiscate contraband (e.g., drugs, weapons, tools, etc.) utilizing communication/supervisory skills and visual inspection of grounds within established law, policies and procedures, etc., as required.
9.	Communicate with various outside agencies (California Department of Forestry, sheriff's department, Joint Mutual Aid, DGS, etc.) in order to respond to emergencies and plan for future needs utilizing communication skills, emergency operation plans, purchasing and planning skills, etc., as needed.
10.	Plan food, supplies, and equipment purchasing to make certain adequate inventories are on hand for emergencies (e.g., power outages, lockdown, riots, etc.) using food services budget, DOM, State Administrative Manual (SAM), Department of General Services (DGS), etc. as needed.

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

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11.	Manage the Progressive Discipline process to correct/improve food service staff performance/behavior utilizing CCR-Title 15, Individual Development Plans (IDP), Probationary Reports, California Department of Human Resources (CalHR) guidelines, Memorandum of Understanding (MOU), DOM, etc., on a continuous basis.
12.	Evaluate and review the performance of food service staff to make certain that standards are met by providing recommendations for improvement/training utilizing CCR-Title 15, IDP, Probationary Reports, CalHR guidelines, MOUs, DOM, etc., on a continuous basis.
13.	Prepare and review written documents/reports [e.g., timesheets (998A), temperature logs, HACCP sheets, accident/injury reports, etc.] to maintain compliance utilizing personal computers, forms, departmental policies and procedures as required.
14.	Adjust the feeding program in order to respond to departmental population increases/decreases utilizing available resources (e.g., equipment, staff, supplies, food inventories, etc.), as directed by management.
15.	Plan menus for special holidays/emergencies not covered by the standardized menu in order to provide palatable and adequate meals for the inmates using knowledge of available resources, equipment, and local preferences as needed.
16.	Direct and oversee supervisory food service staff to make certain they provide direction and guidance to subordinates utilizing mandated supervisory training and government laws, rules and regulations [e.g., CalHR guidelines, Equal Employment Opportunity (EEO), MOU, CCR-Title 15, etc.] on a continuous basis.
17.	Supervise food service staff and inmate workers in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area sanitary and orderly, utilizing cleaning supplies, HACCP, FSH, etc. on a continuous basis.
18.	Train and supervise staff (to include Correctional Officers) in the prevention of accidents and injuries in the food service area [e.g. wet floor signs, use of personal protective equipment (PPE), etc.] in order to create a safe work environment by utilizing formal/informal documented training and direct observation on a continual basis.
19.	Implement 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., DOM, HACCP, IIPP, FSH, etc.) to prevent food borne illness and/or death of staff and/or the inmate on a continuous basis.
20.	Formulate Corrective Action Plans (CAP) for departmental/interdepartmental divisions (e.g., environmental inspections, Peer Audit groups, Health Care Services, etc.) in order to provide a timeline for compliance with regulations, correct deficiencies and justify budgetary adjustments utilizing inspection reports, and updated departmental policies as mandated.
21.	Monitor food portions to inmates/staff in order to ensure cost savings utilizing production sheets, HACCP documentation, formal/informal training of safe food practices, standardized serving portions, etc. on a continuous basis.

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22.	Resolve staff grievances within designated timeframes in order to ensure compliance with MOUs, DOM, CCR-Title 15, etc., utilizing standardized forms, supervisory skills, formal/informal training, investigative and communication techniques as needed.
23.	Attend training classes as mandated by the department for managers and supervisors (e.g., sexual harassment, EEO, blood borne pathogens, etc.) in order to meet the conditions of employment utilizing the In-Service Training schedule as required.
24.	Plan and implement alternate feeding plans for inmates during food service area remodeling projects and major equipment replacements to maintain a consistent feeding schedule utilizing communication with interdepartmental staff, substitution guideline list, CCR-Title 15, and DOM as needed.
25.	Coordinate with custody staff on policies and procedures for the movement of inmates within the food service department in order to maintain continued safety and security of the institution, staff, and inmates as necessary.
26.	Maintain compliance with the department's EEO program in order to establish a work environment free from sexual harassment and violence utilizing managerial skills, communication and EEO training on a daily basis.
27.	Monitor and direct the institutional Vector Control program in order to make certain food service areas are free of infestation utilizing departmental rules, policies, and regulations and outside vendors as necessary.
28.	Coordinate institutional staff in the preparation and security of food items (e.g., meat, cheese, fruit, etc.) in order to produce large quantities of sack lunch/meals during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.) utilizing communication skills, tact, and personal knowledge as necessary.
29.	Oversee the food service needs for multiple fire camps to ensure adequate meals are provided to staff/inmates utilizing on-site visits, menu and sanitation/safety inspections, weekly food orders and inspection reports as required.
30.	Review daily log entries from supervising cooks in order to correct deficiencies and to ensure compliance with mandated HACCP guidelines and institutional rules, policies, and procedures utilizing shift pass-down logs, temperature logs, meal sample reports, etc., as required.
31.	Manage and monitor the ordering of food, equipment and supplies from private vendors and state agencies in a timely manner to feed the inmates and staff utilizing purchase orders, State Contracts, Delegated Purchases, Prime Vendors, Schedule 9, Business Information System (BIS), telephone communication on a daily basis.
32.	Submit quarterly menus-as-served to Departmental Food Administrator in order to communicate with headquarters about the institution's food service program using weekly menus and communication with staff as required by DOM.

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33.	Make appropriate menu substitutions in order to modify the Standardized Menu when necessary to ensure a nutritionally balanced/adequate diet for inmates and staff utilizing approved standardized substitution guidelines, inventories on hand, opportunity buys, standardized recipes and telephone communications as needed.
34.	Manage the work schedule and overtime hours within the food service department in order to meet staffing needs utilizing MOU, time sheets and vacation schedule on a continual basis.
35.	Manage the Post Assignment Schedule (PAS) in the food service department in order to ensure staff is assigned correctly utilizing institutional rules, policies and procedures as required by DOM.
36.	Communicate with department and division heads, custody staff, warehouse staff, Community Resource Manager, Men's/Women's Advisory Councils, medical, etc., in order to share information and maintain current medical and religious diet programs utilizing communication skills, and knowledge of food service department's needs.
37.	Monitor tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent inmate access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc., as necessary to maintain compliance with departmental rules, regulations, and procedures.
38.	Train and monitor staff (to include Correctional Officers) in the proper completion of inmate required paperwork (e.g., timecards, evaluations, discipline reports, Inmate Work Training Incentive Program, etc.) in order to document hours worked and work performance utilizing formal/informal training, personal computers, standard forms, etc., on a continual basis.
39.	Monitor the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperatures utilizing State Contracts, Delegated Purchases, Prime Vendors, SAM, DOM, HACCP guidelines, etc., on a daily basis.
40.	Coordinate Kosher training with the Institutional Rabbi in order to instruct food facility staff in the proper storing, preparing, distributing, and serving of Kosher meals utilizing specially approved food preparation rooms, utensils, refrigerators, freezers, ovens, etc., as mandated.
41.	Develop a budget for food and non-food items in order to ensure that the food service department is allocated properly utilizing population projections, equipment needs, facility capabilities, and available funds, etc., under the direction of the Correctional Business Manager.
42.	Monitor and train staff (including custody staff) to ensure adherence to the published feeding schedule in order to stay within institution operational time schedules (e.g., work, school, medical, etc.) utilizing time management and communication on a continuous basis.

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43.	Coordinate response to inmate appeals within designated timeframes in order to resolve complaints and ensure compliance with DOM, CCR-Title 15, etc., utilizing standardized forms, formal/informal training, and communication techniques as needed.
44.	Develop procedures (institutional specific policies and post orders) for the food service department in order to meet the feeding needs of inmates and staff utilizing Cook-Chill and Cook-Serve processes, HACCP procedures, DOM, etc., as necessary.
45.	Diffuse volatile situations that might arise between inmates and staff (including staff-on-staff) to ensure the safety and security of the food service department utilizing communication, incident reports, supervisory skills, and effective leadership as needed.
46.	Monitor MOU's for multiple bargaining units (4, 12, and 15) to ensure compliance utilizing the individual bargaining unit contracts, managerial skills, and communication daily.
47.	Implement the department's Food borne Illness Plan in order to secure the food service area (e.g., dead man trays, limiting access, etc.) to determine if a food borne illness has occurred utilizing communication with headquarters, organizing the sanitizing of the entire food service facility, arranging for alternate feeding methods, etc., as required.
48.	Respond to litigation in order to prepare interrogatories and submit documentation for defense purposes utilizing available statistical data and/or staff/inmate interviews in conjunction with the litigation coordinator.