

## EDITED TASK LISTING

### CLASSIFICATION: DEPARTMENTAL FOOD ADMINISTRATOR

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

Task Statements	
1.	Administers a department wide Food Service Program for CDCR facilities as directed by California Code of Regulations (CCR) Title 15 that is cost effective, meets departmental goals, and is in compliance with all State and Federal regulations and laws in order to ensure the health and safety of facility food service operations and nutritional adequacy of all inmate/ward populations, utilizing food cost accounting, computerized nutritional analysis, CCR Title 15, Departmental Operations Manual (DOM), California Health Code (CHC), California Retail Food code (CFC), CDCR Food Service Handbook (FSH), CAL-OSHA, Food and Drug Administration (FDA) codes, etc. on an on-going basis.
2.	Recommends policies governing standards for food service programs to appropriate administration and CDCR divisions in order to provide more effective and efficient food service operations utilizing current trends, institution needs, nutritional analysis, menu costing, surveys, and staff input, etc., as needed.
3.	Formulates policies governing standards for food service programs to appropriate administration and CDCR divisions in order to provide more effective and efficient food service operations utilizing current trends, institution needs, nutritional analysis, menu costing, surveys, and staff input, etc., as needed.
4.	Conducts surveys utilizing staff workgroups to evaluate various aspects of food service operations to improve cost and operational efficiencies and effectiveness as required by budgetary constraints, operational needs, court mandates, departmental goals, etc.
5.	Prepares food cost data, and communicates with appropriate staff, as necessary in order to adjust the statewide food budget utilizing menu costing, current food prices, USDA Consumer Price Index, current trends, CDCR accounting reports, population reports, etc, as necessary.
6.	Reviews and analyzes facility and statewide feeding costs in order to evaluate the adequacy of the current food budget and project need for future budget adjustments, purchasing methods, menu changes, using CDCR accounting reports, populations reports, etc, on an on-going basis.
7.	Reviews specifications, estimates, and purchases of equipment, materials, and supplies in concert with architects, engineers, and others in order to produce the design and development of physical accommodations for food service operations of new or remodeling of old facilities for food preparation for food preparation, storage, and service utilizing facility blueprints, equipment specifications, staff recommendations, as requested by Facility Planning or institution management.
8.	Approves specifications, estimates, and purchases of equipment, materials, and supplies in concert with architects, engineers, and others in order to produce the design and development of physical accommodations for food service operations of new or remodeling of old facilities for food preparation, storage and service, utilizing facility blueprints, equipment specifications, staff recommendations, as requested by Facility Planning or institution management.

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

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9.	Makes recommendations to Human Resources (HR) concerning recruitment and retention of food service personnel in the institutions to ensure maximum utilization of food service personnel utilizing current specification, vacancy reports, surveys, salary comparisons, etc., as required.
10.	Makes recommendations to Human Resources concerning job specification revisions of food service classifications to reflect program changes, new legislation/policies utilizing current specification, new legislation and/or policies, as needed.
11.	Develops training programs for the food service personnel to ensure standards and regulations are met using the Food Service Handbook (FSH), DOM, standardized menus and recipes, California Food Code (CFC), Title 15, videos, institution In-Service Training, computers, etc., as necessary.
12.	Recommends training programs and standards for the food service personnel to ensure standards and regulations are met using the Food Service Handbook (FSH), DOM, standardized menus and recipes, CFC, Title 15, videos, institution In-Service Training, computers, etc., as necessary.
13.	Trains selected food service personnel to develop and lead training programs to ensure standards and regulations are met using the Food Service Handbook (FSH), DOM, standardized menus and recipes, CFC, Title 15, videos, institution In-Service Training, computers, etc., as necessary.
14.	Consults with departmental personnel on the Food Service Program in order to ensure the program is in agreement with agency goals and objectives using California Retail Food Code, CAL-OSHA, and California health codes as required by CCR Title 15 and DOM, nutritional analysis, food cost reports, etc., as necessary.
15.	Develops standardized menus, recipes, and menu substitution guidelines for CDCR facilities considering current budget, national School Lunch Programs (NSLP) requirements, nutritional, religious, medical therapeutic needs, equipment and facility limitations, staffing, inmate/ward acceptability, use of PIA food products and USDA commodities utilizing institutional food service staff and computerized nutritional analysis in accordance with the DOM, as required.
16.	Implements standardized menus, recipes, and menu substitution guidelines for CDCR facilities to ensure compliance with current food budget, National School Lunch Programs (NSLP) requirements, nutritional and religious needs, equipment and facility limitations, staffing, inmate/ward acceptability, use of PIA food products and USDA commodities utilizing institutional food service staff and computerized nutritional analysis in accordance with the DOM, as required.
17.	Provide information to public, inmates/wards, Attorney General, Legislature, CDCR staff, media, other state agencies, and other sources in order to promote a greater understanding of the department's food service operations, policies and procedures utilizing California Retail Food Code, and CAL-OSHA, and California health codes as required by CCR Title 15 and DOM, as requested.

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18.	Coordinates with appropriate entities to ensure health and safety inspections are conducted in all facilities and are in compliance with the California Retail Food Code, CAL-OSHA, and California health codes as required by CCR Title 15, as required.
19.	Consults with institution staff concerning food service operations including storage and handling of food items, food production and distribution, equipment needs, food safety, staffing, to ensure program compliance, effectiveness and efficiency utilizing food cost accounting, computerized nutritional analysis, equipment specifications, institution operational needs, CCR Title 15, Departmental Operations Manual (DOM), California Health Code/California Retail Food Code (CFC), CDCR Food Service Handbook (FSH), CAL-OSHA, Food and Drug Administration codes, etc. as requested.
20.	Plans and develops operation manuals and procedure guidelines for institution use in order to produce statewide standardization utilizing broad base staff input, departmental policy and state law (i.e., CFC, CAL-OSHA, and California health codes, CCR Title 15, and DOM) as necessary.
21.	Prepares reports to demonstrate food service program compliance using CDCR codes and regulations, programs menus as served, DOM, NSLP forms and regulations, as required or necessary.
22.	<b>Conducts nutritional analysis of institution standardized menus to ensure nutritional adequacy as directed in DOM using standardized menus, recipes, computer software, and current nutrition standards based on gender, age, and activity on an on-going basis, as required.</b>
23.	Approves specifications, estimates, and purchasing of food and non-food items in concert with Department of General Services and PIA, and others in order to establish standards for items purchased utilizing institutional food service staff and computerized nutritional analysis in accordance with the DOM, as required.
24.	Conduct regular visits to institution food services programs to monitor institution compliances, utilizing current trends, institution needs, nutritional analysis, menu costing, surveys as directed by California Retail Food Code, CAL-OSHA, and California Health Codes, CCR Title 15 and DOM, as required.
25.	Conduct regular monitoring of environmental health service surveys to ensure compliance, utilizing current trends, institution needs, nutritional analysis, menu costing, surveys as directed by California Retail Food Code, CAL-OSHA, and California Health Codes, CCR Title 15 and DOM, as required.
26.	Review institution food expenditures to ensure proper use of vendors, as well as prudent purchasing of food products utilizing institutional food service staff and computerized nutritional analysis in accordance with the DOM, as required.
27.	Conduct sample of inmate meals to check for quality and quantity to provide a wholesome, and nutritionally balanced diet, utilizing current trends, institution needs, nutritional analysis, menu costing, surveys as directed by California Retail Food Code, CAL-OSHA, and California Health Codes, CCR Title 15 and DOM, as required.

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28.	Review institution Warden's corrective action plans to address food program deficiencies, ensuring compliance with California Retail Food code, CAL-OSHA, and California Health Codes, CCR Title 15 and DOM, utilizing current trends, institution needs, nutritional analysis, menu costing, surveys as directed by California Retail Food Code, CAL-OSHA, and California Health Codes, CCR Title 15 and DOM, as required.
29.	Conduct institution site visits to audit corrective action plan in order to assure compliance with California Retail Food Code, CAL-OSHA, and California Health Codes, CCR Title 15 and DOM, utilizing current trends, institution needs, nutritional analysis, menu costing, surveys as directed by California Retail Food Code, CAL-OSHA, and California Health Codes, CCR Title 15 and Dom, as required.
30.	<b>Provide guidelines to food facility staff in the proper storing, preparing, distributing, and serving Kosher meals utilizing specially approved food preparation rooms, utensils, refrigerators, freezers and ovens, to ensure compliance with California Retail Food Code, CAL-OSHA, and California health Codes, CCR Title 15 and Dom, as required.</b>
31.	<b>Monitor and document special diet requirements (medical and religious) in order to protect the health of inmates and ensure compliance with legal mandates utilizing doctor/dietitian and /or chaplain orders as required by DOM.</b>
32.	<b>Ensure compliance with the department's Equal Employment Opportunity (EEO) program in order to establish a work environment free from sexual harassment and violence utilizing managerial skills, communication and EEO training daily as required.</b>