

EDITED KSAPC LISTING

CLASSIFICATION: FOOD MANAGER, CORRECTIONAL FACILITY

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of principles, procedures, and equipment used in the storage, care, preparation, and cooking (including baking, dispensing, and serving of food in large quantities) in order to manage the food service department.
K2.	Advanced knowledge of cleaning and sanitation of utensils, equipment, and work areas in order to ensure that all safety and sanitation rules and guidelines are followed to prevent food-borne illnesses.
K3.	Basic knowledge of food accounting and adjusting rations to meet changing needs of the department and ensure compliance with legal mandates.
K4.	Basic knowledge of nutritional food values in order to meet the Enhanced Food Based Menu Planning requirements for high school students under the National School Breakfast, Lunch and Snack Programs.
K5.	Comprehensive knowledge of inventory procedures utilizing various reports in order to document food usage and food costs.
K6.	Basic knowledge of various methods for purchasing food, supplies, and equipment in order to keep adequate supplies available.
K7.	Basic knowledge of standard operating procedures in the procurement process in order to solicit bids, select vendors, and request purchases.
K8.	Basic knowledge of methods used to train employees and youthful offenders in order to comply with departmental guidelines.
K9.	Comprehensive knowledge of effective personnel management practices and planning in order to maintain effective working relationships with staff and others.
K10.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of personnel.
K11.	Basic knowledge of a manager's role in the Equal Employment Opportunity program regarding regulations, processes, and objectives to promote the department's equal employment opportunity policies and goals in making hiring decisions and to provide a harassment free work environment.
K12.	Basic knowledge of specifications and plans for suitable buildings, working areas and equipment to assist plant operations.
K13.	Comprehensive knowledge of preparation and use of recipes in a food program in order to manage a food service department.

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Ability to:	
A1.	Read and write English effectively in order to exchange information and provide direction to food service staff, youthful offenders and others.
A2.	Plan, organize, and direct the work of others in order to ensure the youthful offender population is fed adequate and nutritious meals.
A3.	Adjust food purchasing in order to respond to population changes within the department and/or facilities, and respond to emergency situations within the facility and community.
A4.	Determine food quantities as necessary for groups of varying sizes to ensure that youthful offenders receive adequate food.
A5.	Keep inventories and make requisitions in order to maintain adequate supplies.
A6.	Plan and conduct On the Job Training to provide information and direction to staff and youthful offenders to ensure the safe and efficient operation of the food service department.
A7.	Manage records in order to comply with laws, rules, and departmental guidelines.
A8.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
A9.	Analyze situations accurately in order to adopt an effective course of action.

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KSAPC Statements	
Skill to:	
S1.	Judge food quality in order to manage a food service department.

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<i>Special Personal Characteristics:</i>	
SPC1.	Sympathetic understanding of and willingness to work with the resident population of a State correctional facility in order to effectively manage youthful offenders and the general population.
SPC2.	Demonstrated supervisory ability in order to manage a food service department.
SPC3.	Good personal grooming standards in order to present yourself as a professional employee.
SPC4.	Freedom from communicable diseases in order to prevent the spread of disease.
SPC5.	Good sense of smell and taste in order to judge food quality and condition.
SPC6.	Have and maintain sufficient strength, agility, and endurance in order to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or youthful offenders.