

STATE OF ALASKA

Public Employees Local 71 (LTC) REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: 20-8152
JOB CLASS/TITLE: Food Service, Lead	WHEN POSITION IS NEEDED: Immediately
WAGE GRADE: 56	PAY WAGE: \$ 19.80 +DOE (steps)
CITY LOCATION: Eagle River	Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: criminal DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS:

JOB DESCRIPTION:

Supervise up to 45 inmate workers in all aspects of the preparation and serving of meals for approximately 400 inmates three times per day, in a secure, efficient, and timely manner. Train inmates (includes hands-on and classroom instructions), in the art of food preparation, cooking, sanitation, personal hygiene, safety and the correct use of institutional kitchen equipment. Instruct inmates in the proper method of cleaning, sanitizing, and storage of equipment and utensils and the proper handling and cooking of food in accordance with the State of Alaska, Department of Environmental Conservation Food Code. Ensure that security procedures are followed, as they pertain to the use and storage of knives and other sharps, and specific foods, such as sugar and yeast; ensure all refrigeration and storage areas are locked; monitor inmate workers for contraband, ensure state property, ie: food items, are not stolen by inmate workers, conduct accurate prisoner counts at the prescribed times Maintain adequate prisoner staffing levels, counsel inmate workers on duty related issue; hires, fires, assigns and evaluates work, prepare and adjust work schedules. Check menus daily ensuring that the proper items in the amounts needed are available. Ensure all foods are properly stored, dated or rotated as needed. Conduct inventory on products and supplies. Assist kitchen LTC personnel in other duties as assigned.

SPECIAL REQUIREMENTS

Food Server Card

TYPE OF POSITION

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal