

**Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL**

DEPARTMENT/DIVISION: Corrections / Institutions	PCN: 20-4328
JOB CLASS/TITLE: Food Service, Journey	WHEN POSITION IS NEEDED: ASAP
PAY WAGE: \$ 22.35+DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.	
CITY LOCATION: Bethel, AK	
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	COMMENTS:

JOB DESCRIPTION:

Under the supervision of the Food Service Supervisor, the Food Service Journey is responsible for managing the daily work of the food service operation at the Yukon Kuskokwim Correctional Center (YKCC), which also provides meals to the Bethel Youth Facility. The primary function of this position is to provide direct supervision and instruction to approximately 25 inmate workers; preparing and serving meals, while ensuring appropriate sanitation, safety and security of the kitchen.

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

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Under the supervision of the Food Service Supervisor, the Food Service Journey is responsible for managing the daily work of the food service operation at the Yukon Kuskokwim Correctional Center (YKCC), which also provides meals to the Bethel Youth Facility. The primary function of this position is to provide direct supervision and instruction to approximately 25 inmate workers; preparing and serving meals, while ensuring appropriate sanitation, safety and security of the kitchen.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: communication		
E/M	% of Time	Duty Statement
E	25 %	Using both written and verbal communication skills the Food Service Journey follows set recipes for preparing meals according to the approved Department of Corrections Menu Cycle. In addition, the FSJ ensures that all relevant rules, regulations, policies and procedures for storing, preparing, cooking and serving food in a Correctional Institution are followed. Be on time for work, and stay productive through out the day.

Functional Area Title: Quality control		
E/M	% of Time	Duty Statement
E	30 %	Ensures stock is pulled for the daily menu at the appropriate timeframe, making substitutions as necessary. Works with and directs inmates in the cleaning/cutting and timely preparation of food items, ensures the quality of food by checking seasoning, ensuring the meals are served in the appropriate temperature and on time.

Functional Area Title: safety security		
E/M	% of Time	Duty Statement
E	25 %	Maintain strict control of all class 1 tools, such as knives, cutters, sharps and cleaning supplies, yeast and sugar dispensation. supervise the routine cleaning and sanitizing of work areas and all kitchen equipment. Maintain a clean and hazard free work space meeting the State sanitation guidelines and OSHA requirements. Screens and hires inmate kitchen workers following institutional policy.

Functional Area Title: cleanliness inventory control		
E/M	% of Time	Duty Statement

E	20 %	Coordinate with Correctional Officers for daily kitchen trash removal. Receive and inventory incoming freight, checking against invoices as supplies are received. Immediately inform the Supervisor of any discrepancies. Drive to local stores to purchase required items required for the kitchen operation.
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Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Daily use of MS Office Professional 2010: Word, Excel, Outlook and occasional use of Access and PowerPoint.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Personal computer with printer, calculator, 2- way radio, copier, fax and a multi-line telephone system. Must operate, follow safety procedures and instruct employees in the use of the following industrial food service equipment: mixers, grinders, choppers, peelers, food scales, steam kettles, deep fryers grills, and ovens. Knives and other food service hand tools. Occasional use of State Vehicles to retrieve local supplies.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Be able to read and understand written directives, institutional policies and procedures, State of Alaska Administrative manual. Food service contracts and menus. Must be familiar with basic food services practice and safety. Other Governing Documents include:

USDA Commodity Program Requirements

Environmental Sanitation Regulations

Equal Employment Opportunity Act

LTC Labor Contract.

DEC and OSHA Guidelines

FDA Standards

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Be able to read the DOC menu cycles and determine the correct amount of stock to pull for upcoming meals and make changes/adjustments as necessary. Conduct accurate inventory of all storage and supplies in the facility, and notify the Supervisor and/or Administrative Officer so that appropriate levels are maintained. Must exercise safety and security working with sometimes hostile inmates in a locked setting in the kitchen.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily communication with inmate kitchen workers on preparation of food items for the facility. Daily communication with Food Service Supervisor for the use of sharps and order of food items from facility contacts.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Errors in Food Service can lead to serious illness, sickness or death from improperly prepared or stored food. People might die and the employee as well as the State of Alaska might be liable for loss of life and or damages or criminal charges. Employees are subject to personnel disciplinary actions, when not following safety and sanitary guidelines.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Be able to type accurately on a standard keyboard, have effective communication skills in writing and verbal direction. Use of a calculator to calculate recipe items. Be proficient in the use of office equipment including a Xerox machine, printers and facsimile machines.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Must be able to get or have received a food service workers card (Servsafe Card). Within 1 year get a obtain a food protection manager certificate. Have a valid driver`s license.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting			O	
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs				F
Driving cars, light duty trucks			O	
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds				F
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces				F
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment		P		
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell				F
Distinguishing tastes				F

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)		P		
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts			O	
Work on and off moving equipment			O	
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels			O	
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)			O	
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)			O	
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings		P		
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)				F
Exposure to aggressive/angry people in the work environment				F

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

5. Supervisory Authority

This page must be completed if PCN **204328** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **204328** supervises or leads. Record **204328** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **204328** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 204328 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 204328	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None									