

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: 20-7009
JOB CLASS/TITLE: Food Services, Lead	WHEN POSITION IS NEEDED: immediately
WAGE GRADE: 56 A	PAY WAGE: \$20.44 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.
CITY LOCATION: Anchorage	
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 Background Check	COMMENTS:

JOB DESCRIPTION:

Worker performs the work and leads a group of other workers as defined by the collective bargaining unit contract, by directing and reviewing tasks. Lead worker assigned work; sets schedules and priorities; determines methods; provides training and instruction; evaluates and approved completed tasks. Assign, monitor, train and/or evaluate daily tasks of kitchen help which may include institutional residents and inmates. Preparing food as directed by Lead or Supervisor.

Communicate effectively with staff and inmates, may include requirement to speak English. Read, understand, and follow written policies and procedures, safety data sheets, diet cards and work assignments. Keep records and complete forms following procedures. Recognize produce and food products which do or do not meet quality standards. Meet quality/quantity control, safety, and sanitation standards. Perform tasks in logical sequence. Select guidelines, standard or procedures appropriate to the task. Do simple arithmetic calculations and record appropriately. Assist in preparing foodstuffs which meet the standards of taste, temperature, appearance, texture, and diet requirements if applicable to the work assignment. Demonstrate a customer service orientation and display sensitivity and interest in customer concerns, needs and limitations. Adapt to changing conditions, schedules or meal requirements on short notice.

Special Skills Required, years of experience, desired, type of equipment, etc...

Skill in weighing, measuring, and assembling ingredients to prepare beverages and foods for cooking or serving. Skill in serving beverages and foods in the proper portions, manner, and sequence and with proper table etiquette.

Skill in preparing and modifying menus and recipes according to volume and dietary needs, or special requirements of emergency crews. Skill in researching recipes and preparing complex foods and yeast pastries such baking and decorating layer cakes and preparing ethnic specialties for special occasions.

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