

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: 20-8156
JOB CLASS/TITLE: Food Service Lead	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 56A	PAY WAGE: \$ 20.69
CITY LOCATION: Seward/DSA	
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:	COMMENTS:

JOB DESCRIPTION:

Responsible for properly portioning and delivering meals to prisoners; supervise up to 8 prisoner workers in the satellite kitchens; ensure meals progress smoothly and all special diet meals are given to the proper prisoners. On a rotating basis, work as the APS Kitchen Steward for supervising up to 20 prisoners and 30 staff for each meal; supervise the preparation and production of all bakery items; ensure that all food is prepared using appropriate recipe cards and that all special diet meals are properly prepared. Control and monitor the issuing of yeast, sugar and sharps to prisoner workers for security reasons; receive groceries, frozen foods and meat and inspect for proper quality and quantity; ensure food is properly loaded on hot/cold carts for delivery to the satellite kitchens; fill out various forms such as daily meal documentation, sharp and metal check out forms in addition to temperature charts for both APS Kitchen and satellite kitchens. Ensure and uphold the cleanliness of the kitchens.

SPECIAL REQUIREMENTS

Certified Food Protection Manager Certification, 18 AAC 31.325 Supervision and management

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

To include but not limited to: 60qt. mixer and attachments, 80 gal steam kettle, meat slicer; bread slicer, industrial convection ovens, conventional Vulcan ovens, black top and grills, steam generation unit and steamers, skittles, proof box, Hobart Buffalo chopper and attachments, large coffee makers, toasters, microwave ovens, steam tables, refrigeration tables, Gaylord hood system, fire suppression units, dishwashers, large

Cleveland grills, food hot/cold boxes, calculator, telephone, two-way radios and photocopier.

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