

# STATE OF ALASKA

DEPARTMENT/DIVISION: DOC/Institutions/AMCC	PCN: 20-4216
JOB CLASS/TITLE: <b>Food Service Lead</b>	WHEN POSITION IS NEEDED: <b>Immediately</b>
WAGE GRADE: 56 A	PAY WAGE: \$ 23.35
CITY LOCATION: Nome, Alaska	
CONTACT: Joleen Nash	PHONE NUMBER: 907-452-5024 FAX NUMBER: 907-456-1771 EMAIL ADDRESS: joleen@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal	COMMENTS:

**JOB DESCRIPTION:**

Oversee duties performed by 22 inmate kitchen workers, e.g., cooks, dishwashers, and bakers. Ensures 300+ daily meals are prepared by following menus and the rotating state menu. Ensures safety precautions are strictly enforced. Follows Departmental and Institutional Security Policies and Procedures at all times. Maintains all inmate workers timesheets. When completed, forwards the timesheets to the Admin. Clerk for processing inmate wages. Ensures the kitchen pantry, coolers, freezer, and all equipment is cleaned on a daily basis. Assist Food Service Foreman with inventory, e.g., inform the supervisor when getting low in food (and non-food supplies, such as tin foil, utensils, silverware, bowls, trays, tumblers, napkins, etc.).

**SPECIAL REQUIREMENTS**

Must be able to communicate effectively, both verbally and in writing. Possess ability to interact with inmate workers in a calm, but firm manner, able to handle conflicts between inmates tactfully and with respect.

Must have knowledge of basic math, and ability to read recipes accurately. Experience cooking for large groups of people is highly desirable and two years or more of food service cooking is required. Computer experience is highly desirable.

Must have a current Alaska Drivers License.

**THIS POSITION REQUIRES THE INCUMBENT TO OPERATE**

Stoves, ovens, grills, steamers, steam kettles, slicers, band saws, mixers, choppers, knives and all types of kitchen utensils.

**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