

## Public Employees Local 71 (LTC)

### REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: 20-5141
JOB CLASS/TITLE: <b>Food Service Forman</b>	WHEN POSITION IS NEEDED: <b>Immediately</b>
WAGE GRADE: 53 (\$23.60) +Steps	CITY LOCATION: Juneau
CONTACT: KELSEY JOHNSON	PHONE NUMBER: 586-6993 EMAIL: KELSEY@LOCAL71.COM

CDL REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO *Valid Alaska Driver's License TYPE OF CDL: ENDORSEMENTS:	FIREARMS REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Background Check  DRUG TESTING CHECK REQUIRED: <input type="checkbox"/> YES / <input checked="" type="checkbox"/> NO	COMMENTS:  *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.

#### JOB DESCRIPTION:

Provide floor supervision and oversight to the food service lead and the prisoner Kitchen workers responsible for food preparation. Ensuring coverage of the kitchen through scheduling. Responsible for the scheduling of the prisoners who are authorized to work in the kitchen. Schedule inmate workers. Responsible for the updates to the inmate payroll roster. Ensure all appropriate paperwork and forms are complete to include: Temperature recording, daily inspection forms, menu evaluations, inventory and pull logs, work assignment forms, tool inventories and sharps check out logs.

Keep records of meals served as well as the cost per meal, cost of goods and inventories. Work effectively with the allotted budget. Pursue credits and debts with contractors and vendors. Review the cyclic menu, weekly pull logs and portion control for accuracy. Review the cyclic menu, weekly pull logs and portion control for accuracy.

Review the standardized recipes and make sure they are followed for a consistent product and quality control. Plan daily food preparation and production of regular, no pork, vegetarian, low cholesterol, low fat and diabetic, allergy, finger food and other diets as prescribed by DOC medical for breakfast, lunch, and dinner meals. Individual diets must be documented in detail to ensure that food service has prepared each diet correctly.

Obtain State of Alaska Food Service Manager Certification. Coordinate State Food Service Certification for the Food Service Lead and inmate kitchen workforce. Ensure certifications are kept current. Utilize proper security measures for issuing, returning and routine checks of kitchen utensils, such as knives, spatulas, tongs, scoops etc.

Supervise the issuing of secure food items such as yeast, sugar, nutmeg, mace etc. Train the Food Service Lead in the proper procedures of security, completion of state forms and interactions with inmates. Conduct training in sanitation and general safety including kitchen safety with kitchen equipment to avoid personal injury and proper use of equipment to the Food Service Lead and inmates. Procure meats, produce dairy, dry goods, canned goods, baking supplies, cooking, serving and cleaning supplies and equipment. Accept shipment and arrange for proper storage.

Rotate items by use of "First In First Out" (FIFO) system. Make sure storage areas are in compliance with OC policies and procedures, AMCC Standard Operating Procedures and OSHA. Communicate with contract representatives, vendors, delivery personnel. Participate in staff meetings, training and security briefings. Other duties as assigned.

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

Special skills required, years of experience desired, type of equipment, etc.: Specific or specialized training, education, experience and/or skills needed to perform the duties of this position: Minimum of three years experience in Institutional Food Service preparation. Incumbent must possess a thorough understanding of the principles of food service management including personnel, nutrition and sanitation, and menu preparation.

Machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., used in performing this job: UNIVEX 60 quart mixer and attachments; Hobart slicer; industrial convection ovens; Wolf gas oven/range with flat top and burners; skittle steam generation unit; tilt grill; large steam kettles; proof box; Buffalo chopper and attachments; Robot Coupe and attachments; large coffee makers; toaster; microwave ovens; steam tables; refrigerant tables; Hood systems; fire suppression units; portable fire extinguishers; dishwashers; large institutional food fryers; large grills; food hot/cold boxes; calculators; two way radios; computers and telephones.

Licenses, certifications, registrations, physical or other standards: Must pass medical physical and incumbent must have the ability to lift or move objects weighing up to 50 pounds.

List other critical requirements of the job: Effective communication skills, writing skills, mathematical skills, knowledge and practice of security per Department of Corrections Policy and Procedures.

Laws, rules, regulations, standards, codes, or other regulatory guides you regularly use in performing your work: Department of Corrections Policy and Procedures; Department of Environmental Conservation Food Service Regulations; Institutional Standard Operating Procedures as directed and needed; National Restaurant Association manuals; the Education Foundation-Professional Baking Book and Nutrition Book; DOC Code of Ethics.

## 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