

County of Humboldt Job Specification
CORRECTIONAL SERVICES MANAGER
Classification 0943
FLSA: Exempt



DEFINITION

Under general direction, plans, organizes, and manages the day-to-day operations of food preparation, laundry, and associated programs within County adult correctional facilities; administers, monitors, and recommends changes to division budget; assists in the development and administration of departmental policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over correctional maintenance and food service staff.

CLASS CHARACTERISTICS

This is a mid-management classification responsible for planning, organizing, reviewing, and evaluating the work of employees and inmate work crews involved in kitchen and laundry operations within County adult correctional facilities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, coordinates, schedules, assigns, and directs the daily operations, service, and maintenance activities associated with food preparation, laundry, and laundry delivery within adult correctional facilities.
- Participates in the selection of, motivates, and evaluates assigned personnel; coordinates staff and inmate worker training; evaluates employee and inmate worker performance; counsels employees and inmate workers on performance issues; recommends discipline and termination procedures.
- Trains staff and inmate workers in institutional food preparation policies and procedures, techniques of food preparation, cooking and portioning, and laundry methods, including safe working procedures.
- Determines and authorizes work schedules and employee leaves; ensures necessary off-shift coverage throughout the week.

- Plans and oversees inventory of food, clothing, supplies, and equipment; researches and confers with vendors to ensure purchase of appropriate supplies; confers with correctional management personnel to determine adjustments to operational needs; Receives and inspects shipments of food, clothing, supplies, and equipment.
- Plans a full range of menus including special diets; confers with medical services staff and consulting dietician to ensure compliance with applicable health and safety standards and regulations.
- Directs laundry facility operations; ensures laundry chemical management is in compliance with applicable health and safety standards and regulations.
- Ensures that food preparation and laundry equipment are maintained in safe and functioning condition, and that dining areas, kitchen and laundry work areas are kept in an orderly and sanitary condition; determines preventative maintenance schedule for all laundry and food preparation and service equipment.
- Maintains accurate and detailed records of food, supplies, and equipment used; maintains accurate data and analyzes associated statistics; prepares periodic and special reports as required.
- Coordinates kitchen and laundry activities with those of external vendors, contractors, and other County departments as necessary.
- Administers a budget for assigned operations; directs the monitoring of and approves expenditures; monitors and recommends adjustments as necessary to the Correctional Captain.
- Establishes and maintains plans for meal preparation and laundry services in emergency situations.
- Performs other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, methods, and equipment used in high volume meal preparation.
- Principles and practices of nutrition and menu planning for a variety of special diets and nutritional needs.
- Safe work practices and sanitation related to food preparation and service.
- Methods and equipment related to the safe and effective operation of an industrial laundry facility.
- Recordkeeping and inventory management techniques and principles.
- Principles and practices of budget administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for correctional kitchen, laundry, and maintenance operations.
- Plan, oversee, and coordinate meal preparation in a high-volume institutional setting.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by specialized dietician training approved by the State of California or the American Dietetic Association
and

three (3) years of experience in food preparation in a high-volume institutional setting such as a correctional facility, hospital, or school and two (2) years of experience in food services management.

Some experience in a commercial or institutional laundry is desired.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

- Mobility, physical strength, and stamina to respond to and perform assigned duties; to climb, reach, bend, run and jump; to lift, carry or push objects that weigh up to 160 pounds.
- Vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment;
- Hearing in the normal audio range with or without correction.
- Repetitive and fatiguing duties including frequent walking, upward/downward flexion of neck, wrist and arm motions, and sitting.
- Fine finger dexterity of both hands, ability to grasp and hold.
- Extreme physical exertion to assist with physical altercations is required.

ENVIRONMENTAL CONDITIONS

- Employees work in a county jail facility setting and are exposed to loud noise levels, hazardous physical substances, confining workspaces, monitored entry and exit of facility and locations within facility, cold and hot temperatures, and varying weather conditions.
- Employees may be exposed to vermin, insects, and parasites.
- The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).