

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Correctional Food Service Coordinator

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### Definition

Directs the work of subordinate correctional inmates in the preparation and serving of meals at a state correctional institution; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Instructs and directs correctional inmates concerning food service operations and work habits to prepare meals for inmates and staff by demonstrating cooking and sanitation methods, modeling proper social and work behavior, and by monitoring and correcting their work.

Enforces personal hygiene rules for inmates to maintain sanitary standards for food service operations through visual observations, verbal instructions, and/or written disciplinary measures.

Issues and controls kitchen tools, equipment, and food supplies for food preparation to maintain security procedures by unlocking refrigerators, freezers and knife cabinets and/or writing information (name, date, time, and article) in the issuance record.

Measures food ingredients to determine appropriate amounts by reading recipes and by using food scales, measuring cups and spoons.

Prepares food items for meals by frying, baking, roasting, etc., as appropriate.

Monitors food temperatures to ensure that foods are served or stored at safe temperatures by reading food thermometers and recording temperatures on charts.

Portions prepared food items on a tray or assembly line to serve the correct amount and type of food by following the diet slips, calorie charts, or verbal instructions and by using the correct serving utensils.

Assembles food items on tray lines to ensure that residents with special diets or under lock-down or protective custody receive designated meals.

Stores leftover food to preserve it for future meals by following written guidelines as to what foods may be preserved, by weighing, dating and labeling food items, and by recording the amount leftover.

Sanitizes kitchen equipment, utensils, floors, walls, counters, tables and/or food carts to comply with state Health Department standards and to prevent food-borne illnesses by following cleaning schedules and by using detergents, floor sprayers, hot water, the three-sink method, and double bucket method.

### Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Time Management – Managing one's own time and the time of others.
- Service Orientation – Actively looking for ways to help people.

### **Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Two years of full-time work experience in mass food production in a commercial, military, hospital, or institutional food services setting.
- 2) A total of two years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in dietetics, nutrition, food management, or a closely related field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Cook 1, Cook 2, or Baker.

### **Notes**

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL) and endorsements.

*Effective date: 06/23 KC*