

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

# 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 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 of sanitary methods and personal hygiene standards applicable to institutional food service operations.

Knowledge of personal conduct standards and work behavior requirements for correctional inmates performing foodservice work.

Knowledge of security procedures pertaining to correctional food service operations as noted by written policies and procedures.

Knowledge of weights and measures used to determine proper amounts of food ingredients for mass food production.

Knowledge of meat and vegetable preparation methods.

Knowledge of cooking methods (frying, deep-fat frying, or baking).

Knowledge of food safety as related to storing temperatures, reading of food thermometers, handling, serving, and storing of cooked foods.

Ability to perform basic mathematics (addition, subtraction, multiplication, and division) as related to measuring or weighing, and calculating or converting units of measure for determining proper amounts of food ingredients for mass food production.

Ability to read English at the level necessary for interpreting and understanding written recipes, menus, nourishment labels, diet slips, portioning sheets, and/or policies and procedures.

Ability to prepare food items in the appropriate manner.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

The equivalent of two years of full-time work experience in mass food production in a commercial, military, hospital, or institutional food services setting;

OR

an equivalent combination of experience and education substituting thirty semester (or equivalent) hours of accredited college or university course work in dietetics, nutrition, food management or a closely related field for one year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full time work as a Cook 1, Cook 2, Baker 1 or Baker 2.

#### **NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License within a period of time as determined by the appointing authority at the time of hire.

Effective Date:     6/99     BW