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#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### CORRECTIONAL COOK SUPERVISOR

Code: 500700

Pay Grade: 18 (\$17.84 - \$22.62/hr.)

**Open for Recruitment:** June 12, 2017 - Until Canceled

#### JOB DESCRIPTION

This is maintenance and personal services work of a supervisory nature in directing and overseeing food service operations and kitchen security for a correctional facility. Responsibilities include securing the kitchen and all kitchen equipment, overseeing cooking and kitchen operations, supervising subordinate employees and inmates, keeping administrative records, and requisitioning supplies. Work is performed under limited supervision.

#### Typical Duties

- Plans, coordinates, oversees, appraises, and directs the work activities of a large central correctional facility kitchen staff in order to ensure meals are prepared in a timely and effective manner and kitchen security is maintained.
- Plans menus which do not require the application of professional dietetic principles in order to provide nutritionally balanced meals to inmates at minimum cost.
- Estimates food needs and initiates requisitions for food stuffs in order to obtain items required to support menu.
- Trains and instructs new employees and inmates in their duties and coordinates cooking activities in order to ensure meals are properly prepared and ready to serve at scheduled times.
- Directs cooking activities such as cooking and carving meats and bakery operations in order to ensure coordinated food preparation and maximize cost and operational efficiency.
- Allocates required amounts of prepared food for distribution to segregation units and infirmary in order to ensure inmates are provided proper nutrition.
- Oversees and inspects cleaning of kitchens and equipment in order to ensure established sanitary standards are met.
- Oversees filling of special menus such as diabetic, low calorie, and low fat in order to meet special dietary needs of inmates.
- Oversees monitoring and control of inmates in order to maintain discipline and security.
- Secures and controls kitchen knives, security keys, food, and other equipment in order to prevent pilferage and maintain security.
- Writes passes, escorts inmates, and conducts head counts in order to ensure accountability of each inmate.
- Performs shake-downs and personal searches of prisoners in order to ensure contraband is not brought into the kitchen and food, knives, and other equipment do not leave the kitchen.
- Prepares reports on inmate conduct, work performance, and kitchen requirements in order to evaluate and document inmate actions and work habits and inform superiors.

## Correctional Trades Shop Supervisor (500400)

### MINIMUM REQUIREMENTS

In order to qualify, you must have four (4) years training, education, and/or experience in large scale food preparation including at least one (1) year of supervisory experience.

**\*Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$427.57 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$406.19 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$384.81 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$363.43 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2017

**Value of State's share of Employee's Retirement: 21.75% of pay.**