

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
FOOD SERVICES LEADER PRISONER

JOB DESCRIPTION

Employees in this job oversee the work of prison inmates on a shift in a food service operation at a correctional facility.

Position Code Title - Food Services Leader Prisoner

Food Services Leader-Prisoner E9

This is the experienced level. The employee performs a range of assignments and routinely uses independent judgment in making decisions related to the work. Guidance and directions are generally available as needed.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Plans, oversees, and reviews the preparation, cooking, and serving of meals in a safe and sanitary environment.

Plans, develops, and implements in-service training programs in an area of food service work for prisoners.

Reviews prisoners' performance by observing and critiquing work techniques and completed assignments.

Estimates food costs and establishes proper portioning of food and quality control measures to meet nutritional standards and budgetary responsibilities.

Ensures menus and recipes are followed.

Oversees serving lines ensuring proper portioning of food items.

Requisitions food supplies and equipment; checks maintenance status of equipment, and requests necessary repairs or replacement of items.

Assists in the development and enforcement of food service policies and procedures.

Maintains inventory records and prepares reports related to work.

Instructs prisoners in the preparation of food and use of food service equipment.

Maintains control of kitchen tools and equipment in accordance with policies and standards.

Performs shakedowns, writes disciplinary tickets, takes inmate counts, and performs other custody-related functions.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of quantity food preparation and services, procedures, and practices.

Knowledge of the nutritional value and uses of various foods.

Knowledge of mathematical calculations used in determining the number of servings for amount of food, in modifying recipes, and determining food costs and projections.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of occupational hazards and safety rules/regulations applicable to the work.

Knowledge of standards of sanitation used in food service operations.

Knowledge of basic interpersonal problem resolution techniques.

Knowledge of numbers and types of workers needed to staff a large food service operation.

Knowledge of security procedures and techniques.

Ability to plan work schedules and maintain standards.

Ability to use kitchen tools and equipment.

Ability to instruct, guide, and evaluate prisoners.

Ability to communicate effectively.

Ability to maintain composure and respond appropriately during stressful situations.

Ability to maintain inventories and requisition supplies and equipment.

Working Conditions

The job requires direct contact with prisoners.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work in adversarial situations or hostile work environment.

Some jobs require an employee to work where there is a significant chance of injury.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Food Services Leader-Prisoner E9

Four years of experience performing quantity cooking and food preparation tasks equivalent to a Cook, including three years equivalent to a Cook E6 or two years equivalent to a Cook 7.

Alternate Education and Experience

Food Services Leader-Prisoner E9

Possession of an associate's degree in dietetics; food services management; hotel, restaurant and institution management; culinary arts; or human nutrition and two years of experience overseeing a variety of quantity cooking and food preparation tasks, including one year equivalent to a Cook E6 may be substituted for the experience requirement.

OR

Possession of a bachelor's degree in dietetics; food services management; hotel, restaurant and institution management; culinary arts; or human nutrition may be substituted for the experience requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

See individual positions descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FOODSRLDR

Job Code Description

FOOD SERVICES LEADER PRISONER

Position Title

Food Services Leader Prisoner

Position Code

FOODSLDR

Pay Schedule

U11-020

RS

12/22/2024