

STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: Institutional Facilities		PCN: 20-4191 (Position Description Attached)	
JOB CLASS/TITLE: Food Service Lead		WHEN POSITION IS NEEDED: : ASAP	
WAGE GRADE: 56 (\$26.42) DOE +Steps		DUTY STATION: Fairbanks Correctional Center	
☒	Permanent Full-Time	☐	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time

CDL REQUIRED: ☐ YES / ☒ NO ☐ At time of hire / ☐ Within 90-days of hire TYPE OF CDL: Valid AK DL ENDORSEMENTS: FIREARMS REQUIRED: ☐ YES / ☒ NO	WORK SCHEDULE: Works one of three shifts (4:00–12:30, 7:00–3:30, or 9:00–5:30) with a 30-minute meal break and two paid 15-minute rest periods; typically receives two consecutive days off each week. TRAVEL REQUIRED: ☐ YES / ☒ NO
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PRE-EMPLOYMENT BACKGROUND CHECK: ☐ YES / ☒ NO Type: DOC BACKGROUND CHECK DRUG/ALCOHOL TESTING: ☐ YES / ☒ NO	COMMENTS/SPECIAL REQUIREMENTS: *Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays. <i>Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.</i>
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CANDIDATE MUST BRING TO INTERVIEW: ☒ Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) ☐ Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form ☒ Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. ☐ Copy of certifications and licenses ☐ Other:
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>

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2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Supervise an inmate work crew who will prepare and serve meals for approximately 300 inmates daily in a safe, efficient and timely manner.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title:		
E/M	% of Time	Duty Statement
E	40 %	Train prisoners in the culinary art of food preparation, cooking sanitation, personal hygiene, safety and correct use of industrial kitchen equipment. Instruct prisoners on the proper methods of cleaning and sanitation of equipment and the proper serving of food in accordance with the State of Alaska, Department of Environmental Conservation standards.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	5 %	Replace prisoners on the work schedule due to prisoners being transferred or placed in segregation, not reporting for work or absent for health reasons.
E	5 %	Record diets that were prepared for prisoners. Save and record items of food that were served to prisoners and all prudent information that accrue while on shift in the steward's pass on log.
E	5 %	Ensure that all the proper amount of food and all special diets are loaded on carts. Ensure that all food is the proper temperature before leaving the kitchen.
E	5 %	Receive food stock deliveries, inspect for quality and quantity of items delivered, and ensure that all items received are at the proper temperature and assure proper storage and stock rotations are maintained.
E	3 %	Supervise approximately 25 to 30 prisoner kitchen workers in the preparation and production of meals for approximately 300 prisoners and 5 staff per meal at the Fairbanks Correctional Center. Ensure that a variety of diets are prepared for each meal which includes, but is not limited to, regular, no pork, vegetarian, low cholesterol/low fat, diabetic, allergy, finger food, and other diets as prescribed by the Medical Department.
E	3 %	Supervise a crew of 3 inmates in production and preparation of all bakery items at the Fairbanks Correctional Center and the proper baking preparation of all breads, i.e.: sandwich, hot dog buns, hamburger buns, french bread, wheat and rye bread. The preparation of all pastry items i.e.; cakes, pies, cookies, puddings and breakfast pastries, all prepared from in-house ingredients.
E	4 %	Ensure that all items are prepared using the Armed Services Recipe Service U.S.A. TM 10-412, recipe cards, commercial food service cook and baking books, the Armed Forces Nutrient Values of Master Menu Recipes and Food Items SB 10-26, special menus and diets for the sick established by the Food and Nutrition Board of the National Research Council, the Education Foundation, Professional Chefs book, Sanitation book, and the Professional Baking book.

E	5 %	Control and monitor the issuing of yeast, sugar, nutmeg, mace, etc. Properly control and issuance of all sharps to prisoners working in the kitchen per Department of Corrections Policy and Procedure.
E	15 %	Supervise the preparation and grilling of sandwiches, beef patties, eggs, french toast, pancakes, etc. using the Armed Forces Recipe USA TM 10-412 recipe cards. Use deep fat fryer for products and a commercial toaster.
E	10 %	Ensure that the proper amount of each food item is portioned correctly for the prisoner meal. Ensure that all prisoners receive the proper diet as prescribed by the Medical Department.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

No computer software or hardware are required in the performance of this positions duties.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Mixing Machine, Steam Proofing Cabinets, Steam Kettles, Steam Cabinet, Vegetable Peeler, Dishwasher, Meat Slicer, Hot Food Cart, Buffalo Chopper, Conventional Oven, Steam Tables, Tilt Grill, Grills, Stoves, Knives, Coffee Urns, Deep Fat Fryer, 2 way Radio.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Department of Corrections Policy and Procedure; Department of Environmental Conservation Food Service Regulations; Institutional Standard Operating Procedures as directed and needed; National Restaurant Association manuals; the Education Foundation-Professional Baking Book and Nutrition Book; DOC Code of Ethics. State and City Health Regulations; State and Federal Safety Regulations; State Purchasing Regulations.

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Menu changes, selecting of prisoners to fill worker positions in accordance with security rules, documentation of prisoner action per 22 AAC808.05, Contacting the Maintenance Department to fix broken equipment.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

This positions comes into contact with the prisoners on a daily basis for the feeding of the prisoners and during the preperation of meals, as there are approximately 35 prisoner kitchen workers. Other staff members who direct various departments throughout the facility. Vendor delivery personnel who deliver food supplies to the insttitiuon.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

If Food Service Leads neglect to follow DEC safe serve guidelines it could cause prisoner and staff to become sick from food poisoning. Or if the Food Service Lead fails to pay attention to Security Protocol, this would be a breach in security and could cause potential harm to prisoners, staff, and possibly the public.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding,

writing, negotiating, communications, etc.).

Cooking skills, menu preparation, portion control, inventory management, meal planning, special diet preparation, and effective communication skills, writing skills, mathematical skills, knowledge and practice of security per Department of Corrections Policy and Procedures. The Food Service Lead must be free of diseases that are banned in food preparation such as typhoid and must be physically able to perform required duties.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Minimum of three years experience in Institutional Food Service preparation. Incumbent must possess a thorough understanding of the principles of food service management including personnel, nutrition, sanitation and menu preparation.

Must pass medical physical. Incumbent must have the ability to lift or move objects weighing up to 50 pounds. Must also be free of diseases that are banned from food service.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting		P		
Walking			O	
Standing				F
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level			O	
Reaching below shoulder level			O	
Ascending or descending using a ladder or other conveyance		P		
Climbing stairs				F
Driving cars, light duty trucks	N			
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces				F
Balancing on uneven surfaces			O	
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
Seeing objects peripherally			O	
Using depth perception				F
Seeing close work (e.g. typed print)				F
Distinguishing colors			O	
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell				F
Distinguishing tastes				F

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work/in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)			O	
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g. towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment		P		
Work around moving mechanical parts		P		
Work on and off moving equipment	N			
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels			O	
Exposure to infection, germs, or contagious diseases (e.g. hospital, lab, clinic, etc.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g. hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment				F

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

The Food Service Lead is in daily contact with prisoner population, both sentenced and pre-sentenced felons and misdemeanants, some of them angry and hostile. The Food Service Lead also supervises an inmate crew that has access to knives.