

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: Corrections/Institutions	PCN: Multiple
JOB CLASS/TITLE: Non-Perm Food Service Lead	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 56 A (non-perm + 1.65)	PAY WAGE: \$24.48 + \$1.65 non-perm = \$26.13
CITY LOCATION: Eagle River	
Contact: Tracy Smith/Dimirah Hind	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL: tracy@local71.com/ dimirah@local71.com
PRE-EMPLOYMENT BACKGROUND ☒ YES / ☐ NO TYPE: criminal	COMMENTS:

JOB DESCRIPTION:

Supervise approximately 26 inmate workers in all aspects of the preparation and serving of meals for up to 400 inmates three times per day, in a secure, efficient, and timely manner. Train inmates (includes hands-on and classroom instructions), in the art of food preparation, cooking, sanitation, personal hygiene, safety and the correct use of institutional kitchen equipment. Instruct inmates in the proper method of cleaning, sanitizing, and storage of equipment and utensils and the proper handling and cooking of food in accordance with the State of Alaska, Department of Environmental Conservation Food Code. Ensure that security procedures are followed, as they pertain to the use and storage of knives and other sharps, and specific foods, such as sugar and yeast; ensure all refrigeration and storage areas are locked; monitor inmate workers for contraband, ensure state property, ie: food items, are not stolen by inmate workers, conduct accurate prisoner counts at the prescribed times Maintain adequate prisoner staffing levels, counsel inmate workers on duty related issue; hires, fires, assigns and evaluates work, prepare and adjust work schedules. Check menus daily ensuring that the proper items in the amounts needed are available. Ensure all foods are properly stored, dated or rotated as needed. Assists LTC personnel in other duties as assigned.

SPECIAL REQUIREMENTS

Food Server Card

TYPE OF POSITION

☐	Permanent Full-Time	☐	Permanent Full-Time Seasonal
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☒	Non-Perm Full-Time	☐	Non-Perm Part-Time
☐	Non-Perm Part-time Sporadic	☐	Seasonal