

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

DIVISION: INSTITUTIONS		PCN: Multiple	
JOB CLASS/TITLE: Food Service - Lead		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: ☐ YES / ☒ NO		DATE(S) / TIME FOR INTERVIEW/TESTING (IF KNOWN):	
WAGE GRADE: 56, \$28.19 + steps (DOE)		LTC Schedule Interview? : ☐ YES / ☐ NO	
DUTY STATION: YKCC			
☒	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: ENDORSEMENTS: FIREARMS REQUIRED: ☐ YES / ☒ NO	WORK SCHEDULE: MF 8am-5pm TRAVEL REQUIRED: ☐ YES / ☒ NO
PRE-EMPLOYMENT BACKGROUND CHECK: ☐ YES / ☒ NO Type: CDL history check DRUG/ALCOHOL TESTING: ☐ YES / ☒ NO	COMMENTS/SPECIAL REQUIREMENTS: Note: Candidates for CDL positions are required to register with the FMCSA Clearinghouse prior to hire.
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:	
Note: Candidates who do not bring the required information to the interview may be rejected.	
Contact: Tracy Smith/Dimirah Hind	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL: tracy@local71.com/ dimirah@local71.com

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Food Service - Lead

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Management Page**2. Duties****2.1. In one or two sentences, state the main purpose of the position.**

Under the supervision of the Food Service Supervisor, the Food Service Lead direct supervision and instruction to approximately 25 inmate workers in preparing and serving meals, while ensuring appropriate sanitation, safety and security of the kitchen.

Coordinates food production, quantity and quality controls, assists with inventory and performs other administrative functions such as record keeping, management of inmate workforce and timekeeping.

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:** Communication

E/M	% of Time	Duty Statement
E	20%	Using both written and verbal communication skills the Food Service Lead follows set recipes for preparing meals according to the approved Department of Corrections Menu Cycle. In addition, the Food Service Lead ensures that all relevant rules, regulations, policies and procedures for storing, preparing, cooking and serving food in a Correctional Institution are followed. Be on time for work and stay productive throughout the day.

Functional Area Title: Kitchen Duty

E/M	% of Time	Duty Statement
E	35%	Supervises prisoner kitchen workers in the preparation and production of meals for approximately 250 prisoners and staff. Maintains security and control of prisoners in the absence of Correctional Officer staff. Ensures meat pulls are consistent with prepared menu, oversees actual preparation and serving of food to inmates and staff. Ensures that all modified diets are properly prepared for each meal, which includes, but is not limited to, vegetarian, diabetic, allergy, disruptive inmate diets, religious diets, and other diets as prescribed by the Medical Department. Supervises the production and preparation of all bakery items served at YKCC. Ensures the proper baking and preparation of

	all breads, e.g., sandwich, hot dog buns, hamburger buns, French bread, wheat and rye breads. Ensures the baking and preparation of all pastry items, e.g., cakes, pies, cookies, puddings and breakfast pastries.
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Functional Area Title: Security and Training

E/M	% of Time	Duty Statement
E	20%	Obtain State of Alaska Food Service Certification. Utilize proper security measures for issuing, returning and routine checks of kitchen utensils, such as knives, spatulas, tongs, scoops etc. Supervise the issuing of secure food items such as yeast, sugar, nutmeg, mace etc. Conduct training in sanitation and general safety including kitchen safety with kitchen equipment to avoid personal injury and proper use of equipment to the inmate kitchen workforce.

Functional Area Title: Cleanliness and Inventory Control

E/M	% of Time	Duty Statement
E	20%	Coordinate with Correctional Officers for daily kitchen trash removal. Receive and inventor incoming freight, checking against invoices as supplies are received. Immediately inform the Supervisor of any discrepancies. Drive to local stores to purchase required items required for the kitchen operation. Ensure that HACCP is followed. Train inmates on HACCP principles. Adhere to an established cleaning and sanitation regimen. Use a 3 sink pot system and automated ware wash system. Use a chemical dispensing system for a variety of cleaning functions. Maintain a variety of mechanical and electrical equipment. Sanitize baking equipment. Daily cleaning of storeroom, freezers and walk-in refrigeration units. Maintain a large grease hood and grease trap. Conduct daily inspections.

Functional Area Title: Additional Duties

E/M	% of Time	Duty Statement
M	5%	Ensures that meals are nutritionally adequate, properly prepared, visually appealing, and served within the scheduled time frames. Alert Security personnel to any suspicious activity occurring with prisoners in

		the kitchen and dining areas. Write incident reports and memorandum as needed.
		Participate in required staff meetings, training and security briefings. Other duties as assigned.

Percentage Total: 100%

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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.).

Computer, calculator, radio, phone, scanner, printer, fax, Microsoft Word, Access, Excel, Outlook.
(Used daily)

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.).

Personal computer with printer, calculator, 2- way radio, copier, fax and a multi-line telephone system. Must operate, follow safety procedures and instruct employees in the use of the following industrial food service equipment: mixers, grinders, choppers, peelers, food scales, steam kettles, deep fryers grills, and ovens. Knives and other food service hand tools. Occasional use of State Vehicles to retrieve local supplies.

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.).

Alaska Statutes, Alaska Administrative Code, Bargaining Unit Agreements, Department of Corrections Policy
& Procedures; Standard Operating Procedures. Armed Services Recipe Service U.S.A. TM 10-412, recipe cards and the Armed Forces Nutrient Values of Master Menu Recipes and Food Items SB 10-26. Food and Nutrition Board of the National Research Council, the Education Foundation Professional Baking book and Nutrition book, Professional Chefs book, National Restaurant Association manuals, Department of Environmental Conservation Food Service Regulations (18 AAC 31); and the Professional Baking book.
Other
related sources as needed.

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.

Procurement authority, menu conversions, production adjustments for nutritional value, supervision and assistance on technical issues. Work schedules for inmate kitchen workers to include hiring and firing. Provide instruction and training to inmate workforce.

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.

Incumbent works daily with state employees and inmate kitchen workers. Incumbent also has regular contact with YKCC security staff and managers.

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?

Delay of meal service. Excessive food waste or ruining of the food/meal, or running out of food due to lack of proper pulls and preparation. Increased food cost. Destruction of food preparation equipment. Injury or death of prisoner or staff if knives or other sharp implements are not properly accounted for and security precautions aren't followed. Drunk prisoners and possible prisoner disturbance if the yeast and sugar are not properly accounted for and security precautions aren't followed. Danger of food borne illness if safe sanitation procedures are not followed.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Effective communication skills, writing skills, mathematical skills, knowledge and practice of security per Department of Correction's Policy and Procedures. Code of Ethics and Standard of Conduct. Ability to maintain cooperative relationships with other employees and prisoners. Professional demeanor, especially in difficult or sensitive situations. Must be able to communicate effectively in verbal communication to instruct prisoners.

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).

Complete and maintain certification as Food Protection Manager (ServSafe Certification).
Bloodborne Pathogens Training - Department of Corrections/OSHA
Suicide Prevention Training
CPR Training- Department of Corrections
Prison Rape Elimination Act (PREA)
Pesticide Training
Valid Driver's License, Preferred

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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.

Change the category of Work Demands: Default Work Demands

4.1 Physical Requirements

Title	Rating
Sitting	Occasional
Walking	Frequent
Standing	Frequent
Running	Not Required
Jumping	Not Required
Bending or twisting	Occasional
Squatting or kneeling	Occasional
Crawling	Not Required
Reaching above shoulder level	Frequent
Reaching below shoulder level	Frequent
Ascending or descending using a ladder or other conveyance	Occasional

Climbing stairs	Frequent
Driving cars, light duty trucks	Occasional
Driving heavy duty vehicles	Not Required
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	Not Required
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)	Frequent
Fine manipulation with fingers	Frequent
Pinching with fingers	Frequent
Grasping with hand, gripping	Frequent
Load, unload, aim, and fire handguns, shotguns or other firearms	Not Required
Lifting/carrying up to 25 pounds	Frequent
Lifting/carrying 26-50 pounds	Frequent
Lifting/carrying more than 50 pounds	Frequent
Pushing/pulling up to 25 pounds	Occasional
Pushing/pulling 26-50 pounds	Occasional
Pushing/pulling more than 50 pounds	Occasional
Balancing on moving surfaces	Not Required
Balancing on narrow surfaces	Not Required
Balancing on slippery surfaces	Frequent
Balancing on uneven surfaces	Not Required
Restraining/grappling with people in a public protection environment	Present
Seeing objects at a distance	Frequent
Seeing objects peripherally	Frequent
Using depth perception	Frequent
Seeing close work (e.g., typed print)	Frequent
Distinguishing colors	Frequent
Hearing conversations or sounds	Frequent
Hearing via radio or telephone	Frequent
Communicating through speech	Frequent
Communicating by writing/reading	Frequent
Distinguishing odors by smell	Frequent
Distinguishing tastes	Frequent

4.2 Work Environment

Title	Rating
Work in/exposure to inclement weather	Occasional
Work in/exposure to cold water	Occasional
Work/live in remote field sites	Not Required
Work in confined areas (under desks, in heating vents, etc.)	Occasional

Exposure to dust, chemicals, or fumes	Occasional
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	Not Required
Exposure to electrical current (not outlets)	Not Required
Swimming/scuba diving	Not Required
Work at heights up to 25 feet (e.g., towers, poles)	Not Required
Work at heights over 25 feet (e.g., towers, poles)	Not Required
Work in urban or highway traffic (other than driving)	Present
Work around moving machinery or mobile equipment	Present
Work around moving mechanical parts	Occasional
Work on and off moving equipment	Occasional
Work on slippery or uneven surfaces	Occasional
Work/travel in boat/small aircraft/helicopters	Not Required
Exposure to high noise levels	Occasional
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	Occasional
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	Occasional
Exposure to needles or sharp implements (e.g., hospital, kitchens)	Frequent
Use of hot equipment (e.g., kitchen ovens, lab equipment)	Frequent
Exposure to wild/dangerous animals	Not Required
Exposure to insect bites or stings	Present
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	Frequent
Exposure to aggressive/angry people in the work environment	Frequent

4.3 Other Work Demands

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

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This page must be completed if PCN **204328** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **204328** supervises or leads. Record **204328** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **204328** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 204328 's Responsibilities and Assigned Level of Authority

Positions Directly Supervised or Led by PCN 204328	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
None.									

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