



Career Service Authority

Institution Food Steward

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GENERAL STATEMENT OF CLASS DUTIES

Leads and trains inmate helpers in high-volume food preparation and food service work in Denver County Jail and the Pre-Arrestment Detention Facility, including proper sanitary procedures and food preparation security.

DISTINGUISHING CHARACTERISTICS

The Institution Food Steward is distinguished from "Cook" class of workers, which prepares and cooks food for hospital patients, employees and visitors by such factors as leading, training inmate helpers in high volume food preparation which requires food preparation security (issuing utensils to inmate helpers, escorting inmate helpers), as well as sanitary procedures. This class is also distinguished with "Institution Food Steward Supervisor", which supervises work of "Institution Food Steward" employees in the production and preparation of food in a correctional institution.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Exercises lead role.

ESSENTIAL DUTIES

Leads and trains inmate helpers in the preparation and cooking of large quantities of food, such as vegetables, meats and soups, and in preparation of meals for special dietary needs.

Leads and trains inmates in sanitary procedures used in an institutional kitchen and monitors inmate performance and work area cleanliness to ensure compliance.

Maintains security of food preparation area by issuing kitchen utensils to inmate helpers, assigning them to a specific work area and conducting shakedown of inmate helpers for contraband.

Prepares reports justifying replacement of inmate helpers based on job performance and security infractions.

Escorts inmate helpers to and from areas outside the kitchen such as the trash site or the food delivery area.

Reviews planned menu with supervisor and ensures that sufficient food quantity is on-hand at mealtime.

Prepares daily reports of inspections, supplies on hand, safety and security incidents, special diets and total meals served.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Food Service - Knowledge of preparing and serving food for consumption.

Integrity/Honesty – Contributes to maintaining the integrity of the organization displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; is trustworthy.

Stress Tolerance – Deals calmly and effectively with high stress situations i.e. hostile/dangerous situations, deadlines, emergency situations, etc.

Decision Making – Makes sound, well informed and objective decisions; perceives the impact and implications for decisions; commitment to action, even in uncertain situations.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Self-Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards competing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrate responsible behavior.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situation.

Self-Esteem – Believes in own self worth; maintains a positive view of self and displays a confident, capable image.

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Oral Communication – Expresses information i.e. ideas, facts to individuals or groups effectively, taking into account the audience and nature of the information makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Memory – Recalls information/situation that has been presented previously.

Knowledge of the procedures, techniques, materials and equipment use in large quantity food preparation sufficient to be able to ensure proper diet, prepare food, and assign work to inmate helpers.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: Expressing or exchanging ideas by means of spoken words

Hearing: Perceiving the nature of sounds by the ear

Repetitive Motions: Making frequent movements with a part of the body

Eye/Hand/Foot coordination: Performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

Far Acuity: Ability to see clearly at 20 feet or more.
Near Acuity: Ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Extreme Heat: temperature hot enough to cause marked bodily discomfort.
Wet: frequent contact with water or other liquid.
Hazards: conditions where there is danger to life, body, and/or health.
Exposed to infections and contagious diseases.
Subject to electrical and radiant energy hazards.
Exposed to hazards from electrical/mechanical/power equipment.
Exposed to housekeeping/cleaning agents/chemicals.
Subject to hazards of flammable, explosive gases
Subject to burns and cuts
Subject to injury from moving parts of equipment
Subject to varying and unpredictable situations.
Handles emergency or crisis situations.
Exposed to odors in kitchen and/or patient areas
Subject to many interruptions
Subject to long irregular hours
Pressure due to multiple calls and inquires
Handles absentee replacement of short notice
Exposure to toxic chemicals.

Education Requirement:

Graduation from high school or possession of GED Certificate required.

Experience Requirement:

Two years of experience in food preparation for a large, institutional establishment such as military, correctional or educational facility.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Braden Don

REVISED DATE: 04/01/2007

REVISED BY: Hameed Pousti

CLASS HISTORY This class was initially established on September 16, 1995. This revision is applied to put the spec into the new format and to repeal Food Handler Card Requirement (approved by the City Council on August 7, 2000), in Licensure & Certification section of the spec.