



Office of Human Resources
Institution Food Steward - CJ2542

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General Statement of 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.

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.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

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

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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.

Level of Supervision Exercised

Exercises lead role.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) 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 requirements.

Licensure & Certification

None

Working Environment

Extreme Heat: temperature hot enough to cause marked bodily discomfort.

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Wet: frequent contact with water or other liquid.

Hazards: conditions where there is danger to life, body, and/or health.

Potential exposure to infections and contagious diseases.

Potential exposure to hazards of steam and heat.

Subject to electrical and radiant energy hazards.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure 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.

Potential exposure to odors in kitchen areas.

Noise: sufficient noise to cause distraction.

Subject to many interruptions.

Subject to long irregular hours.

Potential exposure to toxic chemicals.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-14

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/25/2023

Revised By: BM

Class History: 6/25/2023- Pay grade revised as a result of CN1774.