



Office of Human Resources
Correctional Institution Food Manager - CJ2507
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General Statement of Duties

Manages high- volume food service operations, including kitchen safety and security for inmate helpers and staff, at Denver County Jail and at the Pre-Arrestment Detention Facility.

Distinguishing Characteristics

This class is distinguished from the class of 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

Develops and manages the budget for food service, plans menus for cost, calories and proper nutritional value and allocates funds within budget to accomplish objectives.

Resolves operational problems associated with correctional food service including coordination with other entities, food and supply inventory, menu planning, kitchen safety, special diets, inmate security, unforeseen procedural problems and staff contact with inmates and other affected groups. Acts as chief spokesperson for the Undersheriff for all food service activities.

Directs the development of performance standards for functions managed within guidelines set by top management, including standards for food service set by the American Correctional Association and by Denver Health and Hospitals. Formally evaluates the work of Institution Food Steward Supervisors.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Changes procedures or approaches to daily problems or incorporates changes into existing guidelines.

Follows through to ensure corrections are made for deficiencies in kitchen cleanliness and food service equipment operation.

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

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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 budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of nutritional guidelines.

Level of Supervision Exercised

Supervises two or more first level supervisors.

Education Requirement

Bachelor's Degree in Hotel and Restaurant Management, Dietetics or a related field.

Experience Requirement

Three (3) years of supervisory experience in institutional food service management.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

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.
 Pressure due to multiple calls and inquires.
 Handles absentee replacement of short notice.
 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 on 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
By position, Motor Vehicle Record
Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-12
FLSA Code: Y
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.