

# STATE OF ALASKA

DEPARTMENT/DIVISION: Corrections/WCC	PCN: 20-6311
JOB CLASS/TITLE: <b>Food Service Lead</b>	WHEN POSITION IS NEEDED: <b>ASAP</b>
WAGE GRADE: 56	PAY WAGE: \$ 20.69
CITY LOCATION: Kenai	
CONTACT: <b>Tracy Smith</b>	PHONE NUMBER: <b>907-276-7211</b> FAX NUMBER: <b>907-279-7171</b> EMAIL ADDRESS: <b>tracy@local71.com</b>
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: Criminal Background Investigation	COMMENTS: The position will be vacated on 01/05/15. Applicant must be free of felony convictions or serious misdemeanors within the last ten years, and not have engaged in prohibited activities involving controlled substances.

**JOB DESCRIPTION:**

In a state prison, under general supervision, performs the journeyman level duties of a Food Service Lead at Wildwood Correctional Complex. This position is located in a prison and requires daily contact with inmates and supervision of inmate workers. This adds the additional responsibility of performing security tasks in addition to the food service duties assigned. The complex consists of a Pretrial Facility housing 114 inmates, Wildwood Transition Program housing 92 inmates and a Sentenced Facility housing 256 inmates for a total of 462 inmates, operated by a staff of 120. The primary duties of this position follow. Provide prisoners with nutritious, well-balanced meals served under proper sanitary conditions. Perform duties in accordance with established kitchen areas of responsibility. Hire, train, and supervise twenty to thirty inmate food service workers. And, in addition, schedule inmates in kitchen and dining room operations. Supervise inmates in the preparation of 1500 meals per day. Train inmates in food preparation, cooking, baking, proper sanitation procedures, receiving, storing and thawing foods. Plan and supervise inmates in the preparation of special diets. Monitor inmates serving meals to ensure quality, quantity and portion control standards are met. Assist the food service manager in controlling the food service budget. Prepare food orders, receive and inspect food deliveries and ensure items are properly stored. Comply with safety and security procedures of the institution. Perform security tasks and procedures such as inmate counts, inspections and searches of the kitchen, dining room, and storage rooms. Work must be accomplished within a highly structured environment, which includes limitations on when and where work may be performed. All additional duties as they are assigned. The individual selected for this position must pass an extensive criminal background investigation before hire.

**SPECIAL REQUIREMENTS:**

Must have a minimum of five years institutional cooking experience. Be a High school graduate or possess an equivalency certificate. Completion of a course in professional cooking, food service and dietary management is desired. Must have considerable knowledge of the principles of effective leadership, food accounting, report preparation and record keeping. Must have good communication skills since supervising and instructing inmates in the proper preparation of meals is a critical function of this position. Supervisory skills and interpersonal relationships with staff and subordinates are very important. The ability to operate and follow safety procedures for the following industrial food service equipment is required: mixers, grinders, choppers, peelers, food

scales, steam kettles, deep fryers grills, and ovens. Possessing work experience and/or certification in first aid, CPR and blood borne pathogens training is preferred.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE:

A valid Alaska driver license is required.

TYPE OF POSITION

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal