

JOB DESCRIPTION FOOD SERVICE

I. STATEMENT

Food Service Staff will be responsible for meal preparation, maintenance, clerical duties, as well as supervising residents. The Head of Food Service will have the additional primary responsibilities as described herein. All Staff will perform any other duties deemed to be in the best interests of residents by the Supervisor, Administrator, or Judge.

II. QUALIFICATIONS

- A. High School Diploma or equivalent- credentials as dietician preferred.
- B. Experience in quantity or commercial food preparation.
- C. Must have knowledge and skill to meet all applicable standards for food preparation.
- D. Possess and exhibit high standards of personal cleanliness and hygiene (Wear clean uniform; Knowledge of and compliance with applicable sanitation and health codes.
- E. Must be able to work with other staff, supervisors, and suppliers.
- F. Must be willing to work irregular hours according to needs of Food Service. Shifts may be adjusted as needed.
- G. Must be in good physical condition to lift boxes and milk crates.
- H. Must be able to ensure and maintain security.

III. RESPONSIBILITIES OF ALL FOOD SERVICE STAFF:

- A. Meal Preparation: Meals are nutritionally balanced, well-planned, and prepared and served in a manner that meets established governmental health and safety codes.
 - 1. Dietary Standards on the following areas must be met in order to assure a nutritionally adequate diet.
 - a. Portion Control
 - b. Nutrition
 - c. Calories
 - d. Eye Appeal
 - e. Warm Meals
 - 2. Special meals/diets should be prepared and served according to written orders of the responsible health authority.
 - 3. Three meals a day are to be prepared on time and at reasonable cost.

- B. Meal Service: Staff must serve three meals at regular times during each twenty-four hour period. In order to meet this requirement, it may become necessary to seek staff to volunteer for overtime. Absent volunteers for overtime, a supervisor may require overtime duty on staff in order to meet meal service standards.
- C. Maintenance and Cleaning: All health and sanitation codes must be strictly followed to ensure health and welfare of juveniles and staff. In order to assure compliance, staff will:
 - 1. Maintain all applicable health/ sanitation codes and standards.
 - 2. Store all food per applicable standards to ensure sanitation, freshness and quality.
 - 3. Develop, implement and revise maintenance schedule.
 - 4. Immediately notify Supervisor of any damage or malfunction.
- D. Reports: Staff must prepare all reports required by Court policy or other agencies, e.g An Incident Report, etc.
- E. Participate in required annual training per Dept. of Youth Services/NSLP.

IV. RESPONSIBILITIES- HEAD OF FOOD SERVICE

- A. Clerical: The Head of Food Service will primarily be responsible for the following clerical duties. It is expected all Food Service persons will assist or perform these duties when required by the Supervisor.
 - 1. Conduct Monthly Inventory
 - 2. Comparative Purchasing should be done on an annual basis with an on-going awareness of current prices.
 - 3. Prepare Work Schedule- Will be made quarterly and posted prior to the start of the quarter.
 - 4. Maintain Fresh Inventory (rotation). When new food shipments arrive, they should be put away in such a manner that the existing inventory is used first.
 - 5. Complete necessary Monthly Food Subsidy Reports
 - 6. Write Reports e.g. Same as above (E).
 - 7. Plan weekly menu with input from other Cooks.
 - 8. Arrange for regular food service/supervisor meetings. These will take place at least twice a month at a specific time when all parties involved are scheduled to work. Keep supervisors appraised of significant occurrences e.g. Fluctuation in costs, cleaning issues, food waste, morale.
 - 9. Participate in selection of new Food Service Staff.
 - 10. Arrange for menus to be reviewed at least annually by a dietician to ensure compliance with nationally recommended standards of nutrition.