

**CLINTON COUNTY, PENNSYLVANIA  
POSITION DESCRIPTION**

**DEPARTMENT:** Clinton County Correctional Facility  
**TITLE:** Food Service Worker  
**DATE:** 7/24/17

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**SUMMARY**

This position is responsible for the supervision of detainees to ensure that food items are prepared in accordance with production requirements. Trains detainee workers in methods of performing duties and assigns and coordinates work to promote efficiency of operations. This position participates in the preparation and serving of meals.

**SUPERVISION RECEIVED**

This work is performed under the direction of the Food Service Director.

**SUPERVISION EXERCISED**

This position exercises no supervision over any other employees. The position will be responsible for supervising detainee workers.

**ESSENTIAL JOB FUNCTIONS:**

**NOTE:** An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

- Maintain a safe, sanitary work environment, which conforms to all standards and regulations. Adheres to safety policies and accident reporting procedures.
- Train detainees on proper cooking procedures.
- Direct detainees in the use of recipes.
- Assist in conducting inventory.
- Adhere to and maintain preparation and production guidelines according to standards by reviewing and approving production and temperature logs.
- Supervise detainees in food preparation and tray assembly. Ensures guidelines are being met.
- Participate in preparation and serving of meals.
- Ensure proper portion and any special dietary requirements are fulfilled.
- Ensure timely and efficient meal service.

- Assigns and coordinates work of detainees to promote efficiency of operations.
- Obtain accurate daily population counts and review with staff.
- Adhere to security policies and procedures. Ensure storage areas are locked at all times. Ensure that all kitchen tools and equipment are returned to their designated secure area. Ensure all keys are returned and secured.
- Provide effective direction and ensure detainees are productive.
- Follow sanitation schedule and ensure detainees adhere to the assigned schedule.
- Oversee cleaning of kitchen and tray assembly area. In addition, oversees washing of kitchen utensils and equipment according to sanitary methods.
- Properly receives and stores food and food related items.
- Participates in the preparation/5 P's (Participation, Pulls, Production, Portion Control, and Post Production), storage and assembly of meals and food items.
- Follows Standard of Operation for food handling and storage. Follows HACCP policies and procedures with regard to proper food handling procedures.
- Recommends detainee disciplinary action, review documents with Food Service Director for approval.
- Completes all required training.
- Perform other job duties as assigned.
- Advises the Supervisor of problems in the food service area.
- Prepares a variety of reports including behavioral infraction reports, extraordinary occurrence reports, incident reports, etc.
- Ensures all trays and facility items on the trays are fully accounted for. Will report any discrepancies to the Food Service Director. In their absence, discrepancies must be reported to the on duty Shift Commander.
- Will require all detainees to refer to them as; "Mr.", "Mrs.", or "Ms." followed by their last name.
- Food Service Workers will refer to the detainee as; "Mr." or "Ms." followed by their last name.
- Will ensure all discussions regarding staff or overall operations are not overheard by detainees or discussed with detainees.

Performs other related duties as required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **REQUIREMENTS:**

**A. EDUCATION and EXPERIENCE:** High School Diploma or equivalent with six months of food service/cooking experience. (NOTE: Full time experience as indicated below may be substituted for the education requirement on a year-for-year basis.)

**B. CERTIFICATION/LICENSE/TRAINING:** Must maintain certifications in First Aid, CPR, Serve Safe and any other required certification/license.

**C. SCHEDULE:** Normal schedule will be 40 hours per week.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Mathematical ability required. Must be able to perform simple mathematical calculations.
- Knowledge of food preparation, proper knife handling, temperature control and sanitation.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, recipes, menus, lists, schedules, directives, inventories, reports, logs, manuals, handbooks, material safety data sheets, correspondence and general operating manuals.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to establish and maintain effective and professional working relationships with detainees who may be from various cultures and social economic backgrounds.
- Understand emergency preparedness and procedures.
- Ability to work independently with minimal supervision.
- Ability to clearly demonstrate sound writing and communication skills along with the ability to maintain records of activities and to prepare reports from same.
- Ability to maintain control of groups with potentially disruptive detainees.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**TOOLS AND EQUIPMENT:**

- Wide range of food service equipment and utensils.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to stand for long periods throughout the workday, with periods of walking, bending, twisting and reaching as necessary to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; and torso as necessary to carry out job duties.
- Medium lifting/carrying requirements; Lifting 50 pounds maximum with frequent lifting and/or carrying objects up to 25 pounds.

- Employee must possess the ability to record, convey and present information, explain procedures and follow instructions. Good observational skills are essential in this environment. Employee must display emotional stability and be able to cope with the physical and mental stress of the position and working inside a correctional setting.

**WORK ENVIRONMENT:**

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate. There is normal indoor/outdoor exposure to dust/dirt.
- Employees work daily with potentially hostile or aggressive detainees.
- Employee may be subject to work beyond an 8-hour day and may be subject to work on-call or on as-needed basis.

**EMPLOYMENT:**

The Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

**I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

*In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*