

Job Title: Food Service Coordinator
Department: Sheriff's Office
Classification: Grade 6
Reports to: Jail Administrator
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for managing, directing, and training all staff to assist in the meal preparation for individuals within the jail facility. Purchase of all goods and services to cook prepare and deliver all meals. Ensure cleanup after each meal. The incumbent makes substitutions to various food groups, following State Health Codes, and Department of Corrections Rules and Regulations, keeping in mind specific Doctor's orders for particular inmates.

Communicates with:

Internally – All Sheriff's Office staff.

Externally – vendors.

Supervision:

Food Service Assistants

Essential Work Functions:

- Manages, trains, and directs Jail kitchen staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares, maintains, calculates, and manages monthly menu.
- Creates order list for food supplier.
- Designs shopping list for orders from local food store.
- Prepares and has oversight of departmental budget.
- Daily inspects and cleans all surfaces in the kitchen.
- Safely prepares meals.
- Handles, sets up, and distributes food for all allotted spaces.
- Monitors and replenishes inventory.
- Organizes and orders supplies for kitchen maintenance.
- Schedules service repairs for kitchen appliances.
- Attends and participates in workshops, continuing educational programs, committees, boards, seminars, in-service training, etc., as approved.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires High School diploma or GED.
- Two (2) years of food management experience required plus supervisory experience.
- Ability to pass all position required background(s) and testing(s).

- Position requires a dietitian certificate or equivalent.
- Must have a working knowledge of kitchen equipment.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent attention to detail.
- Ability to effectively supervise staff.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)			X	
Challenging or threatening behaviors		X		
Hazardous physical conditions			X	
Hazardous materials			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____