

Food Administrator I (Correctional Facility) (2153)

California State Personnel Board Specification

- **Schematic Code:** DH55
- **Class Code:** 2153
- **Established:** 07/23/1975
- **Revised:** --
- **Title Changed:** --

Definition

Under direction in the Department of Corrections or Department of the Youth Authority, either (1) in a small State correctional facility, to plan, direct, and coordinate all food service and dietary activities, or (2) in a large State correctional facility to plan, organize, and direct the therapeutic diet program; to organize and conduct training programs for food service personnel; as assigned, to assist in the administration of the food service department; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; and to do other related work.

Typical Tasks

In a small State correctional facility: Plans, directs, and coordinates all

food service and dietary activities; develops, interprets, and applies standards and procedures governing the operation of the food service department; plans menus, estimates food requirements, and directs the preparation and service of food in accordance with the State food control system; inspects food facilities for compliance with sanitary, safety, and housekeeping standards; in conjunction with the business manager, prepares budgets and quarterly food estimates; supervises the requisitioning, receiving, inspecting, storing, and inventorying of supplies; integrates the feeding program with other programs of the correctional facility; selects and trains staff, evaluates their performance, and takes or recommends appropriate action; plans and conducts in-service training programs for the food service staff; dictates correspondence and prepares reports.

In a large State correctional facility: Under direction of the Food Administrator II (Correctional Facility), plans, organizes, and directs the therapeutic diet program, including the interpretation of physicians' prescriptions for special diets and the preparation and service of such diets; develops, interprets, and applies standards and procedures governing the operation of the dietary department; inspects diet facilities for compliance with sanitary, safety, and housekeeping standards; directs the assembling of special diets for distribution and service; inspects special diets and observes the attitudes of patients toward these diets; integrates the therapeutic diet program with other programs of the correctional facility; plans and conducts in-service training programs for all food service personnel; selects diet staff, evaluates their performance, and takes or recommends appropriate action; requisitions, receives, inspects, stores, and inventories supplies; as required, serves as assistant to the Food Administrator II

(Correctional Facility); keeps records and prepares reports. In any State correctional facility, incumbents maintain order and supervise the conduct of persons committed to the Departments of Corrections and the Youth Authority; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, wards, residents, or patients for contraband, such as weapons or illegal drugs; maintain order and supervise the conduct of inmates, wards, residents, or patients; protect and maintain the safety of persons and property.

Minimum Qualifications

Either I

One year of experience in California state service performing the duties of a Dietitian.

Or II

Experience: One year of experience in a hospital as a dietitian, nutritionist, or food service manager, with responsibility for the technical direction of a group of diet pantry employees. and

Education: Equivalent to graduation from college and completion of an approved internship in institutional management or dietetics.
(Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)

Or III

Experience: Three years of experience as a dietitian, nutritionist, or

food service manager with responsibility for the technical direction of a group of dietary unit employees, one year of which must have been under the supervision of a professionally trained dietitian. and

Education: Equivalent to graduation from college with a Bachelor's Degree in Foods, Nutrition, or Institution Management.

Knowledge and Abilities

Knowledge of: Principles and practices of nutrition and dietetics; food-handling sanitation and the sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas; effective personnel management practices; food accounting; use of purchase orders for food and equipment; preparation and use of recipes in a food control program; principles and practices of quantity cooking; training methods; specifications and plans for suitable buildings, working areas, and equipment for culinary departments; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Skill in: Judging food quality.

Ability to: Apply the principles and practices of nutrition and dietetics; plan, organize, and direct the work of others; adjust rations to changing needs; keep inventories and make requisitions; apply the principles and practices of quantity cooking; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; effectively contribute to the Department's affirmative action objectives.

Special Personal Characteristics

Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.