



## CALDWELL COUNTY

### *Job Description*

<b>Job Title:</b>	Assistant Food Service Mgr.	<b>Salary:</b>	\$41,649.06
<b>Department:</b>	Sheriff's Office	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Lockhart, Texas	<b>Prepared by:</b>	Human Resources Dept.

\*Applications will be accepted until the position is filled.

\*Please return job application to Caldwell County Sheriff's Office.

### **SUMMARY**

Serves as the day to day operational supervisor of the institutional kitchen for the Caldwell County Jail overseeing the preparation of all meals for the entire inmate population as well as some staff members.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Sheriff, Chief Deputy and Senior Jail Administration including the Food Service Manager.

### **SUPERVISION EXERCISED**

Supervises Kitchen Assistants as they supervise the inmate trustees assigned to the kitchen; teaches trustees how to do their job; assures that the kitchen is cleaned properly; develops and implements policies and procedures to be followed in the cooking, meal preparation, and cleaning of the kitchen; assists in planning the menu taking advantage of foods in season and local availability; supervises serving of the meals; assists in ordering supplies and keeps records and accounts.

Supervises subordinate supervisors working directly with the trustees in the preparation of the meals for each day of the week.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the principle and practices of institutional cooking.

Knowledge of the principles and practices of supervision.

Knowledge of the Caldwell County Health Codes.

Knowledge of the special considerations needed to supervise inmates.

Skill in planning and preparing meals for large numbers of people (i.e. more than 100 at a time). Skill in providing instruction and guidance to untrained personnel.

Knowledge of special precautions necessary to operate a full service kitchen with inmate assistance.

Skill in workload organization to enable all functions to be completed on time.

Skill in oral and written communications.

*Note: 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 and is assigned by management.*

#### EDUCATION and/or EXPERIENCE

High School Diploma or higher;  
Requires 3 years of institutional food services experience.

#### OTHER QUALIFICATIONS, CERTIFICATES, LICENSES, REGISTRATIONS

Food handlers permit from the County Health Department.

#### OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, word, excel), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

#### LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

#### MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand for ninety (90%) of the work shift providing guidance and direction to subordinates. The employee may be required on rare occasions to move objects weighing up to 100 pounds (i.e. flour sacks).

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent regularly works in the institutional kitchen used for preparing the meals for the entire inmate population as well as staff members. Due to the equipment used and potential for harm, a constant vigilance is required.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_