



# Food Service Coordinator

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 718  
Supervisory: Lead  
Reports to: Food Service Manager – Sworn

### Summary

Under general guidance and direction of the Food Service Manager – Sworn, assists with or oversees the preparation of meals for inmates housed at the Utah County Security Center and for the Meals On Wheels Program for senior citizens. Oversees, trains, and instructs inmate workers in food preparation and kitchen processes, ensuring safety and security regulations and guidelines are followed. Monitors inmate work and behavior.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare balanced meals for the Security Center and the Meals On Wheels program; follow an approved, scheduled menu; ensure special diets, including diabetic, vegetarian, kosher, and gluten free, are followed.
2. Coordinate activities of screened and approved inmate workers; monitor work and behavior and report concerns to supervisor, as needed.
3. Mentor, lead, and train assigned inmate workers in food preparation and kitchen policies and procedures; ensure compliance with applicable laws, regulations, and department policies and procedures.
4. Maintain meal counts according to fluctuating inmate and client counts.
5. Oversee and perform cleaning of the commercial kitchen, including the freezer, ovens, and storage room; ensure adherence to food safety standards and kitchen rules, regulations, policies, and procedures.
6. Maintain inventory of available food items; prepare order lists for supervisor; submit orders to vendor, as authorized.
7. Receive deliveries and verify goods received against invoices; communicate discrepancies to supervisor, as needed.
8. Perform basic computer activities; process work orders; compute recipe conversions; post menus and signs; complete daily logs.

### For Office Use Only

Job Code: 8490  
Job Title: Food Service Coordinator  
FLSA: Non-Exempt  
Effective Date: 5/25/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

9. Inventory and maintain kitchen tools daily; ensure proper check in/out during meal preparation and appropriate tethering during the shift; report problems and concerns to supervisor.

May perform the following functions, based on assignment:

1. Prepare baked goods for the Security Center and the Meals On Wheels program, following an approved schedule; prepare dough and bake bread, rolls, hamburger buns, coffee cakes, biscuits, and desserts.
2. Maintain baked goods counts according to fluctuating inmate and client counts.

### **Knowledge, Skills, and Abilities**

- Knowledge of institutional food preparation
- Knowledge of food service sanitation and storage
- Knowledge of inventory procedures
- Knowledge of dietary restrictions and requirements
- Knowledge of baking techniques
- Knowledge of food safety standards and related health regulations, standards, and laws
- Knowledge of OSHA workplace safety standards
- Skilled in preparing a large quantity of balanced meals multiple times a day
- Skilled in baking in large quantities
- Skilled in using commercial kitchen equipment and machinery
- Ability to read and calculate recipes for accurate food preparation
- Ability to read and perform basic math to understand and follow instructions on recipes, menus, labels on ingredients, labels on cleaning supplies, and policy manuals
- Ability to understand and follow specific instructions
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to remain calm and de-escalate crisis situations
- Ability to train and interact with inmates according to policy and in a nonjudgmental, professional manner
- Ability to maintain appropriate boundaries at all times
- Ability to observe multiple activities
- Ability to quickly identify, stop, and report inappropriate inmate conduct to prevent and minimize potentially dangerous situations

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department. This position will train and oversee inmates who work in the kitchen.

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**Work Environment**

This job is performed in a commercial grade kitchen located within the Utah County Security Center. The employee has direct contact with inmate workers and works alongside those who have been screened and approved to work in the kitchen, presenting a risk of bodily injury and exposure to unpleasant, dangerous, and even life-threatening situations. This job regularly requires the use of protective gear such as goggles and gloves. Work regularly exposes the incumbent to inside temperature changes and other conditions such as noxious odors, mists, gases, steam, and hot/cold water associated with walk-in freezers, ovens, dishwashers, and other kitchen equipment or machinery. This position regularly exposes the incumbent to hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

**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.

While performing the duties of the job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies or equipment weighing up to sixty (60) pounds. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Shifts vary but may begin as early as 2:00 am. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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**Required Education and Experience**

- 1. High school diploma or equivalent.
- 2. One (1) year of professional food service work experience.
- 3. Completed education or training in Nutritional Science or Culinary Arts may substitute for the experience requirement.

**Preferred Education and Experience**

- 1. Preference may be given to applicants with leadership or supervisory experience.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants must possess, and thereafter maintain, a valid Food Handler’s Permit before a hire date may be issued.
- 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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