



# Food Service Manager - Sworn

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 726  
Supervisory: Yes  
Reports to: Food Services Administrator - Sworn

### Summary

Under general supervision of the Food Services Administrator – Sworn, performs first-line supervisory work and provides oversight to the daily operations of the kitchen in the Utah County Security Center.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns.
2. Evaluate performance and conduct performance appraisals.
3. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conduct staff meetings.
4. Supervise and coordinate schedules for inmate workers; oversee training and ensure work is completed accurately and efficiently; report injuries, mediate disputes, and monitor behavior to evaluate compliance with policies and procedures; make recommendations regarding kitchen assignments.
5. Oversee the preparation, cooking, and serving of meals; assist with menu planning to ensure compliance with federal nutrition guidelines for all meals, including religious and special dietary needs.
6. Oversee the operation and maintenance of kitchen equipment including freezers, walk-in coolers, ovens; ensure equipment is properly maintained; maintain necessary records.
7. Assist with administrative tasks, including purchasing, inventory control, and budget monitoring.
8. Ensure kitchen operation and storage areas meet health and sanitation codes; supervise and participate in cleaning and sanitizing kitchen equipment.
9. Ensure and maintain safety of non-sworn kitchen personnel; respond to combative or hostile inmates within the kitchen area, as needed.

### For Office Use Only

Job Code: 3098

Job Title: Food Service Manager - Sworn

FLSA: Non-Exempt

Effective Date: 4/14/2023

Public Safety: Yes

Worker's Compensation: County

Background Level: Sworn

Safety Sensitive: Yes

DOT: No

ML: Supervisor

10. Respond to emergency and crisis situations throughout the Security Center; provide CPR and first aid; walk throughout the kitchen care area to monitor security and to prevent and minimize security risks and problems; monitor inmate activities in kitchen area for security issues.
11. Enforce policies and procedures for effective and efficient Security Center Kitchen operation; inform Deputy Sheriff I/II – Corrections of food distribution procedures; actively enforce established protocol to maintain security of both inmates and staff.
12. Assist with oversight of the Meals on Wheels Food Program, including preparation and packaging of meals; monitor the budget and contract negotiation, as needed.
13. Exemplify the desired culture and philosophy of the organization.
14. Work effectively as a team member with other members of management and the Sheriff's Office.

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

- Knowledge of quantity food preparation and handling
- Knowledge of food service sanitation, food storage, and inventory procedures
- Knowledge of special-diet meal preparation and menu design
- Knowledge of financial aspects of food service management
- Working knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the Code of Conduct for the Sheriff's Office
- Knowledge of the laws and regulations pertaining to correctional institutions and inmate rights
- Skilled in the operation of kitchen equipment and machines
- Skilled in supervisory techniques
- Skilled in preparing and maintaining accurate records
- Skilled in standard computer operation including using Microsoft Word and Excel
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in administering CPR and first aid
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate instructions clearly
- Ability to read and follow written instructions
- Ability to assist with managing complex food services operation
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to supervise, lead, and maintain peace with multiple inmates with diverse backgrounds
- Ability to learn, remember, and enforce jail policies and procedures
- Ability to quickly assess a situation and make sensible and impartial decisions within established guidelines

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- Ability to identify and mitigate situations that may present safety or health risks

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. Work exposes incumbent to varying temperature such as cold from freezers and heat from cooking sources. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals. Work requires use of protective devices such as masks, goggles, and gloves. Work requires direct contact with inmates and exposes incumbent to unknown, and potentially dangerous, and/or life-threatening conditions. The noise level in the work environment is moderate to loud. The incumbent is 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 this 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. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to occasionally lift or otherwise move objects weighing up to fifty (50) pounds and ascends or descends a ladder or stepstool. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may occasionally restrain individuals weighing two hundred (200) pounds or more. The employee frequently drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **Position Type / Expected Hours of Work**

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work irregular hours including nights, weekends, and holidays is a requirement.

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## **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.

## **Required Education and Experience**

1. Associate degree or two (2) years of specialized training in food service management.
2. Three (3) years of professional food service experience.
3. Equivalent combinations of education and experience may also be considered.

## **Preferred Education and Experience**

1. Preference may be given to individuals with institutional food service experience.
2. Preference may be given to individuals with lead or supervisory experience.

## **Additional Eligibility Qualifications**

1. Applicants must possess or obtain within sixty (60) days of employment and maintain the following:
  - a. Food Handler's permit
  - b. CPR certification
  - c. First aid certification
2. Incumbents must possess or obtain Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) within the first twelve (12) months in position. County employees being reassigned or transferred without being on a register must possess Corrections Officer certification upon reassignment or transfer.
3. Incumbents are required to maintain POST certification and successfully complete required annual training.
4. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
5. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Law Enforcement Officer or Corrections Officer Certification through POST include being twenty-one (21) years of age, being a United States citizen or a lawful permanent resident who meets the requirements of Utah Code 53-6-203, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

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**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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