



JOB DESCRIPTION

Job Title: Food Service Manager	
Department: Public Safety	
Effective Date: January 2018	Location: Monticello Public Safety Building
Revision Date: September 2024	FLSA Status: Non-Exempt

General Purpose

Under direct supervision of the Jail Commander the Food Service Manager performs a variety of skilled duties related to the preparation and serving of nutritional food to inmates and Sheriff's Office personnel. Kitchen staff will assist in overseeing inmate workers assigned to food service duties, as well as, assist in taking inventory of food and supplies, inspects and maintains food safety standards, and prepares daily reports related to the quality, volume and type of food prepared. Kitchen staff is responsible for conducting health and cleanliness inspections and enforcing fire, health and safety rules in the kitchen.

Supervision

Received: Jail Commander

Given: Inmates

Essential Duties

- Plan and prepare meals in the jail, including assisting in the planning of menus and in the oversight of inmates who may be assigned work in the kitchen.
- Assists the board of health and fire department when inspections occur.
- Assists in oversight of the cost and quality of foods prepared.
- Assists in the self-inspection of the kitchen and food storage areas to assure that they are in compliance with sanitation and fire regulations.
- Performs other duties and responsibilities as assigned by supervisors.
- Takes inventory of commodities and prepares food orders to be approved by the Food Service Manager.

Knowledge, Skills and Abilities

Knowledge of:

- Basic cooking knowledge.
- Knowledge and experience using kitchen equipment, including but not limited to : slicer, mixer, fryer, steamer, oven, griddle and dishwasher.
- Balances team and individual responsibilities: gives and welcomes feedback; contributes to building a positive atmosphere.
- Readily volunteers; seeks increased responsibilities; asks for and offers help when needed.
- Police and/or corrections terminology and practices preferred.
- Food service regulations.

Skills:

- Basic use of cooking and kitchen equipment
- Basic cooking techniques

Ability to:

- Plan menus consistent with nutritional standards, including menus for those with special dietary needs.



- Order commodities.
- Prepare meals in quantity.
- Perform duties in a confidential manner.
- Use tact and self- control.
- Operate calculator and/or computer.
- Handle varying and high levels of stress.
- Read, write and do mathematical calculations.
- Follow written and verbal instructions.

Physical Demands

- Moderate lifting, pushing, pulling, reaching and bending is involved.
- Must be able to lift at least 50 pounds.
- Must be able to use a ladder.
- Must be able to stand for long periods of time.
- Manual dexterity required is moderate.
- Effort exerted is minimal and for short, intermittent periods of time.

Working Conditions

- Working conditions exist, which involve a chance of injury or loss of life.
- Work in close contact with inmates daily.
- Working environment is based in an industrial kitchen environment where safe work practices are extremely important.
- Exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, high noise levels and cleaning compounds is constant.

Education and Experience

- High School diploma is required.
- Experience in cooking large quantities is preferred.
- Experience in preparation and purchasing inventory in large quantities is preferred.

Special Requirements

- Must be at least 21 years of age.
- Must possess a valid Utah driver's license.
- Must successfully pass and maintain all requirements of background checks.
- Successful completion of pre-employment drug screening.
- Must possess or successfully complete Food Handlers Permit within specified time.
- Must maintain good physical condition sufficient to adequately and safely perform the duties required in an institutional and industrialized kitchen setting.

HOW TO APPLY

Interested applicants must complete and submit a County application and resume to Human Resources through the website at www.sanjuancounty.org.

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will not tolerate discrimination or harassment based on any of these characteristics. San Juan County encourages applicants of all ages.