

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003227
Grade 22
FLSA: E**

CORRECTIONAL DIETARY SUPERVISOR

DEFINITION OF CLASS:

This is supervisory work involving responsibility for planning, directing and supervising the preparation and service of food for inmates/residents and staff at the Montgomery County Detention Center or the Pre-Release Center; and for providing supervision to a team of Correctional Dietary Officers. An employee in this class is responsible for supervising the food service operation at one of the two listed locations, for ensuring that all regulatory standards are met and documentation is maintained to demonstrate compliance, and that inmate/resident workers perform all required tasks under the lead supervision of Correctional Dietary Officers. Contacts are with vendors to order food and supplies to meet operational needs, with health/sanitation inspectors to discuss food service area sanitation and safety matters, and with Department of Correction and Rehabilitation staff to coordinate and facilitate operations. Employees in this class are responsible for the care and custody of inmate/resident food services workers.

Employees in this class are responsible for supervising a food service operation in one of two correctional facilities. Responsibilities include planning and overseeing the production and service of meals; ordering food, supplies and equipment; providing supervision to Correctional Dietary Officers, who, in turn, are responsible for maintaining order and security within a food services operation; for monitoring and controlling expenditures within budget parameters; for ensuring food service operation in compliance with applicable regulations and standards; and for maintaining documentation, which demonstrates compliance with same. A variety of detailed work guidelines in the form of laws, precedents, training guides, professional association standards, and policies and standard operating procedures are in place. The employee selects and applies the appropriate guidelines and procedures, but must also address and resolve unusual situations and problems brought by Correctional Dietary Officers that are not specifically addressed by existing guides. The complexity of this work is derived from the planning and organizing of food service operations, and developing solutions to such problems as whether adequate staff is available for an assigned shift, alternate equipment can be substituted for equipment in need of repair, or whether a menu substitution would be a nutritional equivalent. The impact of work performed by an employee in this class is realized by a segment of the inmate/resident population receiving guidance and training in food service operations, and in the provision of effective, efficient, safe and sanitary food service. The work of this class requires employees to spend approximately half of their work day on their feet either standing or walking through the work area, the occasional lifting of items weighing up to twenty-five pounds, and the pushing or pulling of supply carts loaded with food and supplies weighing up to one hundred pounds. All work is performed within a food services facility located in a correctional facility and amidst an inmate/resident population. The provision and supervision of security services within a correctional facility and exposure to dangerous situations places employees at high risk of injury.

EXAMPLES OF DUTIES: (Illustrative Only)

- Orders food, supplies and equipment to meet operational needs; requisitions supplies from storage, generates production sheets, and monitors inventories.
- Plans and oversees the production and service of meals, monitoring quality of food produced and served for acceptability, including selections for therapeutic and religious diets; and takes corrective action as needed.
- Monitors food services facility and operations, and oversees compliance with Code of Maryland (COMAR), Department of Health and Human Services, and Correctional sanitation regulations and standards and Hazard Analysis Critical Control Points (HACCP) policies and procedures, to ensure that food safety is maintained throughout the flow of the operation.
- Schedules and supervises the work of Correctional Dietary Officers, conducts performance evaluations, and arranges for all required training.
- Oversees coordination of the inmate/resident food services worker program in assigned facility.
- Monitors and maintains security within a facility's food services operation, which involves directing routine searches of the area and of inmate/resident food service workers, and of deliveries for contraband, drugs, weapons, and unauthorized tools.
- Monitors food and supplies to prevent pilferage and misuse by inmates, and maintains a master utensil inventory and ensures that utensil control procedures are observed at all times.
- Observes inmate/resident behaviors and activity in the food service area, and maintains control and discipline among inmate/resident workers by enforcing safety, sanitation, custody and security regulations.
- Approves invoices for payment, and monitors expenditures within budget parameters; calculates meal costs based on requisition, production and meal count records; and keeps management apprised of spending and budget status.
- Conducts routine maintenance inspections of kitchen equipment and utilities, and coordinates repairs as needed; plans for equipment replacement, and submits specifications for equipment purchases.
- Enforces compliance with Departmental recycling initiatives.
- Controls, restrains, moves, and secures hostile inmates/residents.
- Provides on-the-job training for new Correctional Dietary Officers.
- Receives in-service training relating to current operational procedures, emergency procedures, CPR, First Aid, and weapons training, as well as daily shift briefings on operational changes, problems, and passes on information from the previous shift. Briefs on-coming shift of unusual problems or incidents encountered.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, methods, and equipment used in the preparation and serving of food in a large-scale institutional food service operation to include ordering, receiving, storing, preparing, serving and sanitation practices in order to maintain adequate supplies on hand, and produce the necessary quantity and quality of food products in accordance with a menu.
- Considerable knowledge of, and the ability to apply, food safety practices and HACCP requirements in a large-scale, institutional food service setting in order to maintain food products in a safe condition through all steps of the operation and prevent food-borne illnesses.

- Considerable knowledge of the preparation and service of therapeutic diets to include religious and vegetarian diet modifications.
- Knowledge of, and the ability to apply COMAR and Montgomery County Department of Health and Human Services regulations governing food service facilities, as well as documentation required by ACA and Maryland Commission on Corrections standards related to food service operations in an adult local detention facility.
- Knowledge of the rules and regulations pertaining to the correctional center to which assigned.
- Ability to utilize and maintain institutional food service equipment to produce meals in an efficient and safe manner, to prevent damage to equipment, and prevent injury.
- Ability to provide supervision to a team of Correctional Dietary Officers.
- Ability to troubleshoot equipment malfunctions, to assess minor problems, and to determine whether repair or replacement is warranted.
- Ability to acquire knowledge of the principles of corrections to include institutional security and discipline, and the behavior patterns and attitudes of individuals in custody, in order to prevent breaches in security and maintain order and control of inmates/residents within the food services operation.
- Ability to perform the duties of a Correctional Officer, in the event of an emergency, after required training is completed.
- Ability to acquire knowledge of and the ability to apply self-defense principles and practices in order to prevent injury to self and others.
- Ability to lead, to train, and to provide guidance to inmates/residents in the preparation and service of 3 meals per day for inmates/residents and staff at scheduled times, and in accordance with planned menus.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers and inmates/residents.
- Ability to perform mathematical computations related to quantities of food to order, food cost accounting, meal production, and recipe production in order to increase or decrease recipe yields and produce quality products without waste.
- Ability to prepare and maintain records of purchasing, food usage, production, and cost accounting to control operating costs within budget parameters.
- Ability to remain standing or walking for extended periods of time under varying working conditions, to lift items weighing up to twenty-five pounds, and to push or pull carts loaded with food and supplies weighing up to one hundred pounds.
- Ability to exercise good judgment in controlling offenders individually and in groups, some of whom may be emotionally or mentally disturbed or unruly.
- Ability to identify and analyze emergency and/or sensitive situations.
- Ability to act quickly, calmly, and effectively in emergency situations.
- Ability to attend meetings or perform other assignments at locations outside the facility to which assigned.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of satisfactory experience in large-scale institutional food preparation and service (i.e., in a correctional facility, hospital, long-term care facility, or in the armed forces), at least one (1) year of which must have been in a correctional facility.

Education: Successful Completion of high school or High School Certificate of completion recognized in the State of Maryland, or a G.E.D. certificate program.

Equivalency: None.

LICENSE:

- Must successfully complete the Food Service Sanitation Management course and obtain a valid Montgomery County Certified Food Service Manager Certificate within sixty (60) days from date of hire. Certification must be maintained as current throughout employment in this occupational class.
- Must successfully complete State Training Academy Correctional Entry-Level Program and First-line Supervisor Training, and possess Certificates of successful completion, within 12 months of hire. Successful completion of additional State-mandated Correctional training as required. **Note:** There will be no substitutions for this section.

CITIZENSHIP AND AGE:

Individuals appointed to this position must be at least eighteen (18) years of age on the date of appointment and be either a citizen of the United States or a resident alien consistent with COMAR 12.10.01.04 et. seq.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with a Drug/Alcohol Screen.
Foodborne Illness Questionnaire Form

Class Established: September 2002 (M)

Revised: April, 2010

August, 2013

January, 2015

Revised (Probationary Period): February 2020

Revised (COMAR Age Requirement): April 2022

Revised: Medical Protocol per OMS Review: June, 2022