

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

**Class Code: 203228
Grade: 17
FLSA: N**

CORRECTIONAL DIETARY OFFICER I

DEFINITION OF SERIES:

The Correctional Dietary Officer series covers positions that provide oversight, assistance and training, on a shift basis, to inmate/resident workers who prepare and serve meals to inmates/residents and staff in a secure correctional setting at the Montgomery County Correctional Facility (MCCF), the Montgomery County Detention Center (MCDC), or the Pre-Release Center (PRC).

DISTINGUISHING CHARACTERISTICS:

The Correctional Dietary Officer I is the entry and learning-level in the Correctional Dietary Officer classification series. Employees in this classification operate in a lead capacity for inmate/resident workers. Employees in this class obtain initial training as a Correctional Officer and are responsible for maintaining the assigned food service facility in a clean and sanitary condition; and for maintaining security, order, safety and discipline for the assigned work crew of the inmate/resident population within the assigned facility. The Correctional Dietary Officer I is distinguished from the Correctional Dietary Officer II in that the Correctional Dietary Officer I receives training as a Correctional Officer and typically does not have previous related training, certification or extensive experience in a secure correctional facility.

MAJOR DUTIES:

An employee in this classification is responsible for learning and performing a variety of duties related to the oversight, assistance, and training of inmates/residents who prepare and serve meals in an assigned correctional setting. Incumbents are responsible for ensuring the safety and security of inmates/residents and staff in the kitchen environment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Receives initial training as a Correctional Officer in the State of Maryland and as a Correctional Officer in Montgomery County, learns to operate as a Correctional Officer in Montgomery County, learns to supervise an inmate (MCCF and MCDC)/resident (PRC) work crew as a Correctional Dietary Officer, and acquires related knowledge/skills on-the-job.
- Supervises, trains and assists crews of inmate/resident workers in the preparation and service of menu components and meals for inmates/residents and staff in accordance with production sheet instructions, recipes, safe food handling practices, Hazard Analysis Critical Control Points (HACCP) procedures (such as protecting food prepared several hours before a meal), and other guides.
- Ensures compliance with special diets, such as medical diets (including allergies) and religious diets; works with Correctional Dietary Supervisor and/or Food Service Manager to ensure up-to-date diet information; may make approved substitutions to meal components in accordance with established procedures.
- Demonstrates and performs, as needed, the full range of food service tasks, including use of all food preparation techniques, operation of all kitchen equipment, and sanitation activities.

- Monitors and documents food temperatures and other critical control information; number of meals or portions prepared and served, and the locations to which sent at the facility. Documents leftovers, unused food portions, menu substitutions, etc. Completes all documentation required to meet local and state requirements such as accreditation requirements and the Healthy Hunger-Free Kids Act.
- Supervises sanitation and regular cleaning of the kitchen facility and equipment; conducts and documents daily sanitation inspection of the kitchen facilities, records refrigeration and dishwashing temperatures each shift, and ensures that all waste is properly disposed of and discarded in accordance with the Department's and State-mandated recycling and composting initiatives.
- Schedules and supervises the work shifts and assignments of inmate/resident kitchen workers; conducts initial orientation and training, HACCP training, job assignment training and food service equipment safety training for all workers; inspects inmate/resident workers prior to shift for cleanliness, good personal hygiene and appropriate attire; monitors and evaluates inmate/resident workers' performance; and provides input on inmates'/residents' performance evaluations.
- Maintains discipline, order, safety and security within a correctional food service facility; conducts routine searches of the area and deliveries for contraband, drugs, weapons, and unauthorized tools; maintains the security of food, supplies, and equipment to prevent pilferage and tampering; monitors inmate/resident behavior and activity in the food service area and maintains control and discipline among inmate/resident workers by enforcing safety, sanitation, custody and security regulations; and reports observed safety and maintenance concerns to the immediate supervisor.
- Conducts institutional counts of the kitchen post (MCCF/MCDC).
- Conducts utensil, chemical, supply and equipment inventories, signs utensils and chemicals out to inmate/resident workers for use on the assigned shift, monitors use and ensures return to inventory when use is complete. Ensures that utensil control procedures are observed at all times.
- Receives and/or oversees the receipt of deliveries, verifying quantity and quality of products against orders; ensures safety, custody and security during deliveries, including inspecting vehicles for contraband, potential weapons, etc.; stores product in accordance with acceptable procedures; and makes inventory pulls according to requisition sheets.
- Reports unusual or irregular incidents to supervisor and/or shift commander on a timely basis, and maintains a daily log to record activities and incidents. Completes disciplinary reports, maintenance reports and incident reports to document such activities and incidents.
- Controls, restrains, moves, and secures hostile inmates/residents.
- May provide on-the-job training for new Correctional Dietary Officers and, at MCCF/MCDC, may provide kitchen-related on-the-job training of new Correctional 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, etc., and passes on information from the previous shift. Briefs on-coming shift of unusual problems or incidents encountered.
- Performs related duties as required.

SUPERVISORY CONTROLS:

Initiative is exercised in carrying out recurring assignments independently without specific instruction. A supervisor ensures that finished work products (meals, sanitation, etc.) and methods used are appropriate and in compliance with instructions and/or established procedures.

SUPERVISION EXERCISED:

Employees in this class, on a shift basis, are responsible for training and supervising a small-to-large segment of the inmate/resident population in large-scale food service operations in one of the three County correctional facilities. In addition to providing instruction to inmates/residents in large-scale food service (proper facility sanitation and food handling, timely meal preparation and service, adherence to recipes, etc.), employees maintain security and safety by observing inmate/resident behavior and activity, maintaining control and discipline, and enforcing safety, custody, and security regulations/procedures. Work includes providing input on inmate/resident performance evaluations, and may also include periodically providing on-the-job-training to newly appointed Correctional Dietary Officers.

GUIDELINES:

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, and refers situations not covered by instructions to a supervisor for resolution.

COMPLEXITY:

The complexity of this work is marked by various duties/assignments which consist of steps and procedures covered by different guides from where the employee selects and takes appropriate actions/responses. Work requires quick judgments involving the recognition of readily apparent situations and behaviors (such as incorrect procedures being followed in food preparation, tools being used in inappropriate or unintended ways, and/or aggressive inmate/resident behavior), and selecting and applying the most effective response or action. The Correctional Dietary Officer I acquires, and applies, one's own training to train and supervise inmates/residents on shift in institutional food service.

SCOPE AND EFFECT:

The impact of this work is evident in effective custody, supervision and training of inmates/residents on shift resulting in the preparation and service of timely, healthful and palatable meals in a sanitary and safe food service operation.

CONTACTS:

Contacts are primarily with food service facility staff, inmates/residents and other staff at the facility of assignment to exchange information concerning the work, explain procedures and provide instruction regarding items such as assignments, food safety, food preparation, etc. Employees participate in, and closely monitor the work of the inmates-residents on the crew, in food preparation/service.

PUBLIC SERVICE /ASSISTANCE:

Employees in this classification are responsible for the care and custody of inmates/resident food service workers for an assigned shift.

HAZARDS:

The provision of security services within a correctional facility, and exposure to dangerous situations, places employees at high risk of injury. Work includes regular exposure to sharp instruments, such as knives, and commercial kitchen equipment.

WORK ENVIRONMENT:

All work is performed within a food service facility located in a correctional facility and amidst an inmate/resident population. The provision of security services within a correctional facility, and exposure to dangerous situations, places employees at high risk of injury.

PHYSICAL DEMANDS:

The work of this class requires employees to spend most of their work-day on their feet either standing while working or walking through the work area, regularly lifting items weighing up to fifty (50) pounds, and the pushing or pulling of supply carts loaded with food and supplies weighing up to one hundred pounds.

MINIMUM QUALIFICATIONS:**Education:**

A high school diploma, a Certificate of General Educational Development (GED) or a certified transcript or test scores, each as acceptable to the Maryland State Board of Education in accordance with the regulations of the Maryland Correctional Training Commission [Title 12, Subtitle 10, Code of Maryland (COMAR)].

Experience: Two (2) years of satisfactory experience in the food service industry (as in a commercial restaurant, correctional facility, a hospital, a long-term care facility, or in the armed forces or in another type of equivalent food service operation); this experience must include but is not limited to applying proper procedures for equipment sanitation, handling food, preparing and serving food, and meal production/service time requirements.

Substitution: None

Equivalency: None

Knowledge, Skills, and Abilities:***Thorough Knowledge of:***

- Knowledge of, and skill, in preparing and serving food in a large-scale institutional food service operation, including but not limited to adhering to requirements for facility/equipment sanitation and personal hygiene, procedures and timelines for receiving, storing, preparing and serving food, and specified recipes and production procedures, altogether to produce timely, healthful and palatable meals in the requisite quantity and quality in accordance with food storage and handling requirements, a menu, recipes and other guidelines.
- Knowledge of, and ability to apply, Code of Maryland (COMAR), Montgomery County Department of Health and Human Services regulations, and other standards/guides governing food service facilities and the preparation and service of meals in an institutional setting, as well as ability to prepare documentation required by the American Correctional Association (ACA) and the Maryland Commission on Correctional Standards related to food service operations in an adult local detention facility or pre-release facility.
- Knowledge of, and ability to apply, food safety practices and Hazard Analysis Critical Control Points (HACCP) requirements in a large-scale, institutional food service setting in order to maintain food products in safe condition through all steps of the operation to prevent food-borne illnesses and for related reasons.

- Basic knowledge of the preparation and service of therapeutic diets, religious and vegetarian diet modifications and other types of special meals to ensure provision of special dietary meals.

Skill In:

- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems and identify relevant information. Examples include skill in planning and making crew work assignments; in making food service calculations related to meal production to increase or decrease recipe yields and produce quality products without undue waste; and in identifying and correcting minor behavior problems in crew members.
- Skill in oral communication sufficient to exchange routine and non-routine information, such as providing oral instructions to and receiving information from crew members and co-workers, and discussing inmate/resident conduct and discipline issues.
- Skill in written communication sufficient to understand and convey routine and non-routine information, such as reading/understanding key facility rules and regulations and recipes, and preparing food service documents and work performance or behavior input on inmates/residents on crew.
- Interpersonal skills sufficient to interact effectively with business contacts.

Ability to:

- Ability to use and maintain, at the operator level, institutional food service equipment to produce meals in an efficient and safe manner, to prevent damage to equipment, to prevent injury and for related reasons, and ability to troubleshoot kitchen equipment malfunctions and assess minor problems at the operator level.
- Ability to acquire knowledge of, and apply, core principles of Corrections and behavior patterns of persons in custody, regulations, procedures and other guides applicable to service as a Correctional Officer in Montgomery County (at the facility of assignment), altogether to prevent breaches in security and maintain order and control of inmates/residents within the food service operation. This includes ability to acquire knowledge of and apply self-defense principles and practices in order to prevent injury to self and others.
- Ability, after training as a Correctional Officer, to perform the duties of a line Correctional Officer in the event of an emergency.
- Ability to lead, train and provide guidance to inmates/residents on a shift crew in preparing and serving meals to inmates/residents and staff at scheduled times, and in accordance with planned menus.
- Ability to identify and react appropriately to emergency or sensitive situations. This includes quick, calm, and effective action in emergency situations.
- Ability and willingness to obtain and maintain all required certifications and training, including but not limited to such as but not limited to food service training and certification, and initial and in-service Correctional Officer training.

Licenses, Registrations, Certifications, or Special Requirements:

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 throughout employment in this occupational class.

Completion of an approved Allergen Awareness certification within sixty (60) days from date of placement in this classification series.

Must successfully complete the Entrance Level Correctional Training Program specified by the Maryland Correctional Training Commission and possess a certificate of completion within twelve (12) months of hire. Successful completion of in-service training, as specified, is also required.

Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence may be required.

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.

BARGAINING STATUS: Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

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

PROMOTION POTENTIAL: Correctional Dietary Officer II

CLASS SPECIFICATION HISTORY:

Class Established: September 2002

Revised: April 2010

August 2013

Classification Study: May 2014 (M)

April 2015

Revised: (COMAR age requirement): April 2022

Classification Study: September 2026

Formerly Titled: "Correctional Dietary Officer"