



SAN JUAN COUNTY
JOB DESCRIPTION

Job Title: Food Service Manager	Salary:
Department: Sheriff's Office	
Effective Date: October 2016	Safety Sensitive
Revision Date: March 2025	FLSA Status: Non-Exempt

General Purpose

Under direct supervision of the Jail Commander the Food Services 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

Supervision Exercised

Cook and inmates

Essential Functions

- 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.
- Assist the board of health and fire department when inspections occur.
- Assist in oversight of the cost and quality of foods prepared.
- Assist 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.
- Prepares documentation of meals served and costs associated monthly.
- Conducts employee evaluation of subordinates.

Minimum Qualifications

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

Required Knowledge, Skills and Abilities

- 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.
- Basic knowledge of managing a budget.
- 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.
- Use a conversion chart for basic measurements.

Special Qualifications

- 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 with specified time.
- Must maintain good physical condition sufficient to adequately and safely perform the duties required in an institutional and industrialized kitchen setting.

Work Environment

- Working conditions exist, which involve a chance of injury or loss of life.
- Work in close contact with inmates daily.
- The 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 constant cleaning compounds.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier version

