

# Polk County Sheriff's Office Job Description

## 1311 Food Service Specialist

March 04, 1998, Revised January 25, 2011

### **Position Concept:**

The Food Service Specialist performs operational duties in the Detention Department, Food Service Section.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Food Service Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

### **Essential Functions:**

- Supervise and direct kitchen trustees
- Inspect food or drink
- Issue or receive supplies
- Maintain sanitary facility
- Issue inventory or receive utensils

### **Education, Professional Certification or License:**

- High School or GED
- Valid Florida driver's license

### **Professional Experience:**

- Pass the Florida Food Manager's Certification Program within first year of employment

### **Status:**

Civilian     Sworn     Certified

### **Blood and Viral Pathogen Risk:**

Minimal Risk

Foreseeable Risk

### **Environmental Conditions:**

- Works with potentially combative persons
- Works varying locations

### **Required Skills and Knowledge:**

#### **Knowledge of:**

- PCSO policy and procedures
- Operation of food service equipment
- Food product standards
- Government recipes
- Hygiene standards
- Inspection standards

#### **Ability to:**

- Comprehend and follow recipes
- Read and write
- Operate food truck and forklift
- Recognize contraband
- Count

#### **Skills:**

- Supervisory
- Interpersonal

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**Physical Requirements:**

- Bend/squat
- Lift/Carry 35 lbs.
- Walk on gradual inclines
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity (normal)
- Sense of smell (normal)
- Climb
- This position will require mandatory testing for communicable diseases that can be transmitted in food or food preparation equipment as a safety precaution