

Polk County Sheriff's Office Job Description

2912 Food Service Administrator

March 14, 1994, Revised March 11, 2008

Position Concept:

The Food Service Administrator oversees the preparation of balanced meals provided to inmates in the county detention facility. The member performs administrative and operations duties specific to the position. Position requires exercise of discretion, independent judgment and independent thought.

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 Administrator 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:

- Attend staff meetings
- Check correspondence
- Maintain training
- Supervise subordinates
- Supervise and discipline inmate (trustees)
- Monitor budget
- Prepare budget
- Interview applicants
- Order food and supplies
- Perform sanitation inspections
- Maintain meal money account
- Prepare six week menu
- Maintain inventory
- Coordinate service for equipment
- Provide food for special events
- Contact vendors

Education, Professional Certification or License:

- Two (2) year degree from an accredited college or university
- Valid Florida driver's license

Professional Experience:

- Previous experience in large quantity preparation of food, preferably in a correctional setting
- Correctional experience preferred

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near dangerous industrial food equipment
- Handles hazardous chemicals
- Works around potentially dangerous people

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Required Skills and Knowledge:

Knowledge of:

- Mail distribution
- Appropriate forms
- Food service equipment
- Food products and contents
- State bid system
- Regular meeting times
- Health and Rehabilitative Services testing
- Budgeting
- PCSO policy and procedures
- Resources
- Florida Model Jail Standards
- Health Rehabilitative Services
- Vendors
- Purchasing procedures
- Filing system
- Money logs location
- Inventory procedures
- Food preparation

Ability to:

- Operate a motor vehicle
- Read and write English
- Operate office equipment
- Operate calculator

Skills:

- Basic mathematical
- Instructor
- Interpersonal
- Organizational
- Computer
- Accounting
- Supervisory
- Keyboarding
- Interview
- Telephone
- Observation

Physical Requirements:

- Bend/squat
- Lift 50 lbs.
- Walk
- Ambulate independently
- See at normal range or with accommodation
- Sit for long periods
- Stand for long periods
- Manual dexterity
- Speak English understandably
- Hear at normal level or with accommodation