



HUMAN RESOURCES



Email: acsojobs@adacounty.id.gov

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www.adacounty.id.gov/sheriff

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

FOOD SERVICE OFFICER

HIRING WAGE: \$18.50/hour

STATUS: Full Time with Benefits (The kitchen is open 7 days/week. This position primarily works four 10-hour shifts per week and may include early morning or early evening hours. Flexibility is required for sick and vacation coverage).

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at www.adacounty.id.gov/sheriff/careers

ABOUT THE POSITION: Food service officers (FSO) are civilian employees who supervise a kitchen staff of male inmates who prepare about 3,000 meals a day. Our FSOs manage an industrial-size kitchen and staff, where inmates primarily do all of the cooking, sanitation, and dishwashing.

GENERAL SUMMARY

Supervises routine meal preparations for a large group of people and performs related work as required. Position is located in the Ada County Sheriff's Office, Jail Services Bureau.

ESSENTIAL FUNCTIONS

- Supervises the work of the inmate kitchen work crew;
- Supervises bulk meal preparations for inmates and jail staff;
- Assigns work and explains work requirements, methods, and procedures;
- Reviews work performed by inmates;
- Constantly trains and instructs inmates in all aspects of food service and sanitation;
- Ensures meals are properly prepared and delivered to jail housing units;
- Ensures special diets are prepared in accordance with guidelines and delivered to jail housing units, properly labeled and received by the appropriate inmate;
- Resolves conflicts between inmate workers;
- Takes disciplinary action against inmates as necessary;
- Makes recommendations concerning inmates' retention on kitchen work crews to the Food Service Supervisor;
- Works and maintains eligibility to work all shifts, including evenings, nights, weekends, and holidays, whether assigned or on an as needed or on-call basis;
- Maintains strict control of all tools and ensures dangerous tools are properly tethered when appropriate;
- Provides proper storage of food items;
- Ensures that sanitation methods meet the requirements of the City-County Health Department; and
- Keeps accurate records of special diets and meals served.

ADDITIONAL FUNCTIONS

- Plans menus considering quantities, recipes, preparation times, serving instructions, nutritional requirements, appetite appeal, and efficient use of leftovers;
- Keep inventory of foodstuffs and supplies;

- May personally perform some of the more skilled cooking tasks;
- Completes incident reports on inmate behavior issues, inmate injuries, and other risk management issues, as needed; and
- Performs related work as required.

JOB REQUIREMENTS

- Must be at least 18 years of age and possess a high school diploma or equivalent;
- Completion of standard high school/trade school course with instruction in institutional cookery or equivalent combination of education and experience;
- Knowledge of or ability to learn administrative and supervisory skills necessary to supervise and motivate inmate kitchen work crews;
- Knowledge of large-scale food preparation and cooking methods;
- Knowledge of health and sanitation regulations, principles, and practices as they relate to food service;
- Ability to work with culturally diverse populations;
- Ability to understand and follow verbal and written instructions;
- Ability to keep simple records and create reports;
- Ability to hear, listen to, and understand radio transmissions using an ear piece;
- Ability to display initiative and exercise good judgment and reliability;
- Ability to use sharp instruments safely;
- Ability to resolve conflicts between the inmate kitchen work crew; and
- Ability to perform the duties of this position without a direct threat to the health and safety of the incumbent or others.

OTHER REQUIREMENTS

- Must conform to all health and sanitation regulations and be food safety certified;
- Must appear before an oral board and complete a polygraph and background check prior to entrance on duty;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must have sufficient physical ability to: stock food, prepare, cook, and serve proper meals, and clean the kitchen and kitchen equipment.
- Must be able to stand for extended periods of time and be able to bend, squat down to the floor, and reach overhead to stock the storeroom and put freight deliveries away;
- This position is located in a potentially hostile environment where the incumbent will work directly with inmates who have access to kitchen tools and supplies.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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