

Job Details

ADC DCC Food Preparation

Supervisor

Agency: Arkansas Department of
Community Correction

Office: NEC

Section: RESIDENTIAL SERVICES

Date
Posted: 11/27/2018

Posting
Expires: 12/11/2018

Summary

The Arkansas Department of Correction (ADC) / Department of Community Correction (DCC) Food Preparation Supervisor is responsible for the supervising food service personnel, directing food service activities, monitoring security and safety practices, coordinating the production and serving of food, and ordering supplies. This position is governed by state and federal law and agency policy.

Typical Functions

Supervises food production and/or food service staff by recommending for hire/termination, assigning work, reviewing work assignments, training employees, and evaluating the performance of incumbents. Researches laws, reviews procedural updates, and attends informational meetings to develop and provide in-service training on policy and procedural changes, preparation methods, and equipment operations. Prepares and cooks food of all types, either on a regular basis or for special guests or function. Checks the quality of raw and cooked food products to ensure that standards are met, and

Job Details

Position No.: 22083406

Class Code: T070C

Grade: GS04

Salary Range: \$29,046.00 per year

Background
check Yes
required?

Job Type: Full Time

Location Information

Job City: OSCEOLA

Job
County/Region: Mississippi

Contact Information

Contact name: Rebecca Whitaker

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Options

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checks the quantity and quality of received products. Inspects supplies, equipment, and storage areas for temperature and sanitation requirements, and inspects work areas to ensure conformance to established standards. Performs other duties as assigned.

Special Job Dimensions

Knowledge, Abilities, and Skills

Knowledge of supervisory practices and procedures. Knowledge of the appropriate use of equipment, facilities, and materials needed to do certain work. Knowledge in motivating, developing, and directing people as they work, identifying the best people for the job. Knowledge of food preparation procedures and kitchen operations. Ability to communicate information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Ability to monitor and review information from materials, events, or the environment, to detect or assess problems. Ability to schedule events, programs, activities, and the work of others. Ability to ensure compliance with laws, regulations, or standards governing setting food preparation and storage. Ability to provide guidance and direction to subordinates, including setting performance standards and monitoring performance.

Minimum Education and/or Experience

The formal education equivalent of a high school diploma; plus one year of specialized training in the food service industry; plus three years of experience in institutional and/or commercial food service operations, including one year

in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Preferred Qualifications

Certificates, Licenses, Registrations

Agency Specific Information

This Position will close at 11:59 pm on the closing date listed.

If a college degree is required for the position for which you are applying, bring a copy of your official transcript with you if you are selected for an interview. Also if you have Veteran status you will need to scan/email or mail in your DD-214 to receive credit for Veteran preference before the close date of each job.

Method of pay is direct deposit. Checking or savings account required **if** hired.

Participation in contributory Retirement Plan required **if** hired.

All Applicants must submit a complete and accurate information on a completed application form according to instructions. List all prior work experience, including military service, beginning with your most recent employment. Applicants are

encouraged to attach an original resume to supplement their application or an addendum for additional work history section of the application. You may include volunteer or unpaid work as part of your work history; however, you should include the number of hours per week which you performed these duties.

Please complete the Work History section of the application, even if you are including a resume. Incomplete applications will NOT be processed.

DCC is an Equal Opportunity Employer

DCC is a Criminal Justice Agency and Drug-Free Workplace, Employees Are Subject to a Background Check and Initial and Periodic Substance Abuse Testing.

If applying for a Counseling position there is a 6% SALARY INCREASE DEPENDING ON CERTIFICATION.

If applying for a Parole Probation Officer position the following is REQUIRED: Formal education of a Bachelor's degree from accredited College or University accredited by the organization recognized by the U.S. Department of Education, in Criminal Justice, Psychology, Sociology, Social Work, Rehabilitation Counseling, Political Science, Social Behavior Science, Rehabilitation Science or other human behavior fields and those with management emphasis.

**Department Community Correction,
Attn: Human Resource Section, Two**

Union National Plaza, [3rd Floor, 105](#)
[West Capitol, Little Rock, AR 72201.](#)

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