



Grand County

Job Description

Title:	Food Service Manager	Job Code:	2670
Division:	Corrections	Effective Date:	9/2017
Department:	Sheriff	Last Revised:	01/2026

GENERAL PURPOSE

Performs a variety of **supervisory and skilled administrative** duties related to the preparation and serving of food to inmates and Sheriff's Office personnel.

SUPERVISION RECEIVED

Works under the direct supervision of the Correctional Jail Sergeant

SUPERVISION EXERCISED

Provides close to general supervision to Assistant Food Service Manager, Cooks and inmate workers.

ESSENTIAL FUNCTIONS

Food Services. Plans menus and organizes the preparation, cooking and serving of food to resident prisoners and institutional employees; prepares daily meal menu; determines meal count and special dietary needs of inmates related to health and medical conditions; supervises the maintenance of culinary equipment, assures security processes related to access to kitchen equipment, supplies and work areas.

Manages food and supply inventory; monitors inventory, orders and coordinates deliveries of food and supplies from vendors; works closely with vendors and negotiates price breaks on supplies; prepares regular reports related to number of meals served and submits to department supervisors; inspects and maintains food handling and safety standards; maintains records and prepares reports; receives and documents deliveries, verifies required quantities and quality of items.

Prepares daily reports related to meal quality, food volume, food types and related problems; prepares written or verbal reports regarding equipment repair needs or malfunctions; prepares reports related to special inmate dietary needs and physician ordered nutritional programs.

Safety Requirements: Documents compliance issues and works to resolve them. Creates tools and procedures to monitor and meet safety requirements. Ensures compliance with federal, state, and county requirements for food service. Develops tools and reports to monitor and report on compliance outcomes.

Accounts for kitchen utensils and maintains daily log of the same.

Personnel and Management: Supervises kitchen helpers on a daily bases assigned to assist with meal preparation; trains workers regarding kitchen and cleaning duties; assures proper delivery of training for "Food Handlers Permit" and "Serv-Safe" certifications; observes worker activity to assure conformity to policies and procedures; reports violations; conducts daily health and cleanliness inspections of prisoners work; enforces fire, health, and safety rules in the kitchen; delivers invoices and bills to county auditor for payment.

Monitors staff performance, conducts performance evaluations; coaches and mentor's employees. Trains cooks and oversees trustees who may be assigned to work in the kitchen and laundry.

Trains division staff on nutrition program requirements; works with division staff to promote nutrition education. Trains internal and external staff on food service safety. Develops tools to evaluate results and assess performance of efforts.

Prepares written observations describing prisoner behaviors and involvement for consideration by management and administrators and parole boards; records and reports inmate work hours.

Coordinates with maintenance to assess the condition of the kitchen facilities and to schedule improvements and/or repairs as needed. Recommends budget requests for kitchen equipment and/or capital improvements the jail commander for inclusion in the county budget.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from high school,
- AND
- B. Four (4) years of experience in institutional, restaurant, or related food service experience,
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of nutrition planning; cooking and baking techniques; management of food preparation and service; menu planning and calorie computation; typical institutional policies; security and emergency procedures; law enforcement and correctional terminology and practice; food service regulations.

Skill in operating kitchen appliances and equipment.

Ability to write accurate and grammatically correct reports or narratives; read and follow recipes; establish and maintain effective working relationships with supervisors, co-workers, and prisoners; follow written and verbal instructions; communicate effectively verbally and in writing; work under daily stress of potential hostile and threatening situations within the correctional facility environment.

3. Special Qualifications:

Must successfully pass a background investigation
 Must possess a current food handler’s and Food Safety Manager Permit.
 Must be willing to work weekends, variable shifts, holidays and approved overtime.
 Subject to on-call status, which includes weekends and holidays
 Rotating shift work

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Must be able to lift 50 pounds. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Occasionally exposed to high indoor temperatures and moving equipment parts. Strength of arms, hands, legs, and back required in the performance of essential functions. Work requires daily contact with inmates within the jail facility.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(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 versions.

I _____ have reviewed the above job description. Date _____
(Employee)