STATE OF UTAH
invites applications for the position of:

Food Service Administrator (Correctional Administrator I, Non-POST)

<table>
<thead>
<tr>
<th>SALARY:</th>
<th>$26.65 Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENING DATE:</td>
<td>08/11/20</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>08/25/20 11:59 PM</td>
</tr>
<tr>
<td># OF OPENINGS:</td>
<td>1</td>
</tr>
<tr>
<td>BENEFITS:</td>
<td>This position is eligible for a full benefits package. See benefits tab below for details.</td>
</tr>
<tr>
<td>BACKGROUND CHECK:</td>
<td>You must successfully pass a criminal history check.</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Utah State Prison ~ 14425 S. Bitterbrush Lane Draper, UT 84020</td>
</tr>
<tr>
<td>RECRUITER:</td>
<td>Erin Rhead ~ 801-545-5504 ~ <a href="mailto:erhead@utah.gov">erhead@utah.gov</a></td>
</tr>
<tr>
<td>SCHEDULE CODE:</td>
<td>B - Competitive Career Service - Employment in this position requires a probationary period.</td>
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JOB DESCRIPTION:

The Utah Department of Corrections is looking for a Food Service Administrator (Correctional Administrator I, Non-POST) to be part of the Division of Prison Operations (DPO) team at the Draper Facility. Under the direction of the Support Services Captain or Correctional Administrator II, the Food Service Administrator directs and leads a UDC central prison food service operation. This job is NOT public safety certified and does not require peace officer status or certification.

Principal Duties

- Directly manages/supervises all food service managers and/or other food service personnel at a large prison facility. This includes hiring, determining workload and delegating assignments, training, monitoring and evaluating performance and initiating corrective or disciplinary actions.
- Plans, manages, develops, directs, and evaluates food service operations, including menu development. Collaborates with other UDC areas or allied agencies to ensure consistency in menu development, operations and proper adherence to food service policies and state and federal laws.
- Monitors food service operation budget including revenues, expenditures and budget projection, etc.
- Collaborates with subordinate managers/personnel, purchasing staff, vendors, and other areas/agencies to ensure an adequate supply of food, materials and equipment is available to maintain food service operations. This includes the responsibility to ensure operations follow food safety regulations, laws, requirements and practices. Adherence to all established correctional food service standards is required.
- Directs others to ensure proper maintenance of all food service equipment and areas.
- Plans and organizes food service areas/operations for maximum use and efficiency.
- Recommends, advocates and/or implements new policies and procedures or changes to existing policies and procedures, laws and regulations.
- Identifies problems or potential problem areas and collaborates with stakeholders to implement solutions.
- Strict adherence to safety and security guidelines, policies and practices while working in and around a correctional institution environment.
- Analyzes, summarizes and/or reviews data; reports findings, interprets results and/or makes recommendations.

The Ideal Candidate
The ideal candidate for this position has the following:

- Food service related education, certification and training.
- At least 2 years of experience managing/supervising subordinate personnel of a large food service operation.
- Experience adhering to OSHA workplace safety standards and food service regulations, standards, and laws.
- Extensive knowledge about general food service menu development, dietary requirements, food safety and health agency requirements.
- Excellent verbal and written communication skills.
- Leadership experience and ability.
- Extensive experience with food service equipment (especially large industrial food equipment), computer/office equipment and using software, including word processing, spreadsheets, and menu software.
- Knowledge about food service rules, regulations, laws, and policies

Why You Should Join Our Team
The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork. Besides working with a dedicated team of professionals who are dedicated to the public’s safety, you will receive great health and retirement benefits.

Medical Insurance options:
- High deductible option with low bi-weekly premium and the State contributes money into a health saving account for you to use.
- Traditional plan option with low bi-weekly premium.
- Low bi-weekly premiums for dental and vision insurance

Retirement:
- You can choose to receive a pension with a 401(k) or a 401(k) only option where the State matches 10% of your salary.
- The State also matches up to $26 per paycheck into your 401(k) if you contribute into your 401(k).

Paid time off:
- Earn 4 hours of annual leave (paid time off) and 4 hours of sick leave every pay period.
- 11 paid holidays.

Click here to view a summary of the benefits we offer.

The Agency
The Utah Department of Corrections is a dedicated team of professionals who ensure public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information about Utah Department of Corrections, click here.

EXAMPLE OF DUTIES:

TYPICAL QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:
This job is NOT public safety certified and does not require peace officer status or certification.

The work requires moderate physical exertion such as possible standing for long periods of time and frequent walking.

Risks found in potentially dangerous correctional environments such as being subject to possible attack.

Normal schedule is Monday through Friday except holidays. Possible emergency/temporary schedule changes may require infrequent work on Saturday, Sunday, and Holidays.

DHRM rules regarding promotions and transfers apply to current state of Utah employees.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/utah

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025
statejobs@utah.gov

Food Service Administrator (Correctional Administrator I, Non-POST) Supplemental Questionnaire

* 1. Employment working in a public safety/law enforcement environment requires a criminal history check (BCI) that will be conducted before a final offer of employment. *If you are a current or past employee, your file will be reviewed as part of the hiring process.
   - I acknowledge I have read the statement above

* 2. You must provide your resume as part of your profile and answer all supplemental questions. Failure to do so may disqualify you from being considered for this position. Work experience reflected in your answers to the questions must be supported by information on your resume. "See resume" is not an acceptable answer for any question. Do you understand these terms?
   - No
   - Yes

* 3. This position is working in a correctional prison facility. Would you be comfortable working within secure areas of this type of facility?
   - No
   - Yes

* 4. Please indicate the highest level of education you have completed.
   - None
   - High school diploma or GED
   - Associates Degree
   - Bachelors Degree
   - Masters Degree

* 5. Do you have any food service related education, certification, or training?
   - No
   - Yes

6. If you answered 'Yes' to the previous question, please list your food service related education, certification or training below.

* 7. How many years of experience do you have supervising personnel of a large food service operation?
   - No experience
   - Less than 1 year
8/21/2020

Job Bulletin

☐ 1 completed year
☐ 2 completed years
☐ 3 completed years
☐ 4 completed years
☐ 5 or more completed years

* 8. Please briefly describe your experience supervising personnel of a large food service operation.

* 9. Please rate your knowledge about general food service menu development, operations, rules and regulations.
   ☐ None
   ☐ Beginner
   ☐ Intermediate
   ☐ Advanced

* 10. Briefly describe your experience and knowledge about general food service menu development, operations, rules and regulations.

* 11. Please rate your experience with food service equipment, especially large industrial food equipment.
   ☐ No experience
   ☐ Limited experience
   ☐ Moderate experience
   ☐ Extensive experience

* 12. Briefly describe your experience with food service equipment, especially large industrial food equipment. Include types of equipment used.

* 13. Please rate your experience monitoring food service operation budget, including revenues, expenditure, and budget projections.
   ☐ No experience
   ☐ Limited experience
   ☐ Moderate experience
   ☐ Extensive experience

* 14. Briefly describe your experience monitoring food service operation budget, including revenues, expenditure, and budget projections.

* 15. Please indicate how you heard about this specific job posting.
   ☐ State Jobs
   ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
   ☐ Social Media (Facebook, Twitter, etc.)
   ☐ Advertisement (Newspaper, Internet, Radio, etc.)
   ☐ Professional Network
   ☐ University Network (Career Center)
   ☐ Referred by a Friend or Colleague
   ☐ Contacted by a Recruiter
   ☐ Career Fair
   ☐ Internal communication from a State Agency that employs me - State employees only
   ☐ Other

* Required Question