



STATE OF UTAH
invites applications for the position of:

Food Service Supervisor (Program Specialist I)

SALARY: \$19.19 Hourly

OPENING DATE: 08/18/20

CLOSING DATE: 09/01/20 11:59 PM

OF OPENINGS: 5

BENEFITS: This position is eligible for a full benefits package. See benefits tab below for details.

BACKGROUND CHECK: You must successfully pass a criminal history check.

LOCATION: Utah State Prison ~ 14425 S. Bitterbrush Lane Draper, UT 84020

RECRUITER: Erin Rhead ~ 801-545-5504 ~ erhead@utah.gov

SCHEDULE CODE: B - Competitive Career Service - Employment in this position requires a probationary period.

JOB DESCRIPTION:

The Utah Department of Corrections is looking for a **Food Service Supervisor (Program Specialist I)** to be part of the Division of Prison Operations (DPO) team at the Draper Facility. The Food Service Supervisor supervises a large UDC central prison industrial kitchen and food service operation. This is NOT public safety certified and does not require peace officer status or certification.



Principal Duties

- With assistance from Correctional Officers who handle all security duties, this position directly supervises food service workers (offenders/inmates) at a large prison facility. This includes hiring, determining workload and delegating assignments, training, monitoring, evaluating performance and termination.
- Operates and trains inmate workers to perform in all major kitchen equipment/areas to include: scullery, bakery, advanced prep/cooking areas, tray line, cafeteria service, and cold/dry storage. 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.
- Strict adherence to safety and security guidelines, policies and practices while working in and around a correctional institution environment.
- Collaborates with 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.
- Accounts for delivery of food, supplies and equipment.
- Conducts regular and spot check inventories of food, supplies, and equipment.
- Maintains accurate records and logs.
- Identifies problems or potential problem areas and collaborates with stakeholders to implement solutions.
- Ensures proper maintenance of all food service equipment and areas.
- Organizes food service areas/operations for maximum use and efficiency.
- May need to drive a non-CDL box truck or another vehicle.

The Ideal Candidate

The ideal candidate for this position has the following:

- Food service related education, certification or training.
- At least two years of industrial kitchen experience, restaurant experience or other food service work experience.
- At least two years of experience with large industrial kitchen equipment in an industrial kitchen operation.
- Previous supervisory experience.
- Working knowledge of computer software including word processing and spreadsheets.
- Experience adhering to OSHA workplace safety standards, food safety standards and health regulations, standards, and laws.
- Knowledge about menu development, dietary requirements, food safety and health agency requirements.
- Excellent verbal and written communication skills.
- Leadership experience and ability.

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.
- All correctional kitchens operate 365 days per year and the work schedule may include weekends and holidays. This is a full-time position working 40 hours per week; overtime is possible.
- Risks which require the use of special safety precautions and/or equipment, e.g., working around and operating industrial kitchen equipment and working with hazardous chemicals, etc.

- Risks found in potentially dangerous correctional environments such as being subject to possible physical attack, etc.
- The work requires moderate physical exertion such as standing for long periods of time, regularly operating large industrial kitchen equipment, frequent walking, lifting heavy objects up to 50 pounds, and climbing, crouching, or crawling is also possible.
- 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>

Position #24249
 FOOD SERVICE SUPERVISOR (PROGRAM SPECIALIST I)
 ER

2120 State Office Building
 Salt Lake City, UT 84114
 801-538-3025

statejobs@utah.gov

Food Service Supervisor (Program Specialist I) 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 working in an industrial kitchen, restaurant, or other food service work?
 - No experience
 - Less than 1 year
 - 1 completed year
 - 2 completed years
 - 3 completed years

- 4 completed years
 - 5 or more completed years
- * 8. Briefly describe your experience working in an industrial kitchen, restaurant, or other food service work.
- * 9. How many years of supervisory experience do you have?
- No experience
 - Less than 1 year
 - 1 completed year
 - 2 completed years
 - 3 completed years
 - 4 completed years
 - 5 or more completed years
- * 10. Briefly describe your previous supervisory experience.
- * 11. How many years of experience do you have using large industrial kitchen equipment?
- No experience
 - Less than 1 year
 - 1 completed year
 - 2 completed years
 - 3 completed years
 - 4 completed years
 - 5 or more completed years
- * 12. Briefly describe your experience using large industrial kitchen equipment. Include types of equipment used.
- * 13. Please rate your experience using computer software including word processing and spreadsheets.
- No experience
 - Limited experience
 - Moderate experience
 - Extensive experience
- * 14. Briefly describe your knowledge and experience using computer software including word processing and spreadsheets.
- * 15. Please rate your knowledge about menu development, dietary requirements, food safety and health agency requirements.
- None
 - Beginner
 - Intermediate
 - Advanced
- * 16. Briefly describe your experience and knowledge about menu development, dietary requirements, food safety and health agency requirements.
- * 17. 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