



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Food Services Specialist  
Department: 24 Juvenile  
FLSA Status: Non-Exempt  
Job Code: 256A  
WC Code: 9079  
Effective Date: January 1, 2008  
Last Revised: November 25, 2020  
Pay Grade: A11  
Union: AFSCME

### SUMMARY

Manage standardization of recipes, menu preparation, portion, cost and waste control. Maintain records and provide data for planning and control of operating budget as well as adherence to the National School Lunch Program (NSLP). Order food and non-food supplies, check deliveries and maintain inventory records. Create nutritious NSLP compliant meals for youth in Juvenile Detention and the Turning Point Youth Residential Program, as well as staff in the facility.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties do represent the essential functions needed, of persons in this classification.)

1. Create Breakfast, Lunch, and Afternoon Snack menus that conform to the National School Lunch Program meal component requirements and post each menu at least one week prior to the beginning of the upcoming month.
2. Plan meals to minimize waste by analyzing number of people and type of eaters.
3. Print the Production Record for each meal and annotate accordingly during meal service. Complete the Meal Count Sheet immediately after meal service. On days off, the Production Records are to be left on the cart along with the meal components. Staff serving the meal will annotate the Production Record and Meal Count Sheet. It is the Food Services Specialist's responsibility to ensure that all Production Records and the Meal Count Sheet are completed on a daily basis.
4. Prepare nutritious, healthful meals for the youth in Detention, Turning Point Youth Residential Program, and staff, that meet or exceed the minimum USDA requirements, conform to the National School Lunch Program (NSLP) and State Licensing requirements.
5. Upon arriving in the morning, ensure that the breakfast meal count for that morning has been accurately documented.
6. Plate all lunch and snack meals (including staff meals) to ensure that the meal component requirements are adhered to, and that an accurate meal count is taken.
7. Prepare meals in advance for staff to serve on weekends (Saturday - all meals and snacks, Sunday - all meals and snacks and Monday breakfast), as well as during scheduled absences. Advance meals are to be organized on the food cart with the Production Record and recipe (if needed). An email is to be sent out on Friday afternoon

advising staff of the weekend meals (and any instructions for plating/serving). Upon arrival Monday morning, ensure that all Production Records have been accurately documented along with the Meal Count sheet. If there are discrepancies, it is the Food Service Specialist's responsibility to gather the information and complete the documents.

8. Maintain an accurate inventory. Place orders for food according to stock on hand, cost analysis, and upcoming meals. Maintain inventory of kitchen supplies including all cleaning items, utensils and cooking appliances (such as coffee maker, microwave, storage containers, oven mitts, etc.). Notify the BRS Program Manager if additional supplies are needed that cannot be purchased through approved vendors.
9. Invoices are to be reviewed by the Food Service Specialist upon delivery of product, and initialed. Initialed invoices are to be turned in to the BRS Program Manager immediately upon receipt and validation in order to insure timely payment to the vendor.
10. Maintain necessary budgetary controls to not exceed food budget set by the Senior Administrative Supervisor.
11. Maintain the kitchen, cooking utensils and related food storage areas in a safe and sanitary condition. Report problem areas to supervisor. Monitor proper food storage temperature control daily and inspect sanitizer weekly.
12. Supervise each individual youth's nutrition including portion control. Report abnormal eating habits to the Social Services Facilitator.
13. Maintain all necessary records and menus to justify data on reimbursement claims. These include the Monthly Menus, Production Records and Meal Count sheets. Copies of the completed documents are to be given to the Senior Admin Supervisor at the end of each month.
14. Supervise daily kitchen cleanup and storage of leftover foods, including date labeling for expiration purposes.
15. Maintain the safety of the kitchen (knives locked in secure drawer, etc.) due to the high-risk youth population.
16. Responsible to maintain the kitchen to ensure that it meets all Health Inspector and State Licensing requirements.
17. Report any youth behavior issues to on-duty staff.
18. Report any kitchen problems to the Shift Lead or BRS Program Manager (Facilities, equipment or staff issues).
19. Participate in the Wellness Committee and help implement the Wellness Plan within Turning Point program.
20. Attend monthly All-Staff meetings for Department staff.
21. Other related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); and three to six months related experience and/or training; or equivalent combination of education and experience. Thorough knowledge of the National School Lunch Program (NSLP) requirements (meal components, serving size etc.) and USDA requirements. Ability to develop menus that comply with the NSLP. Ability to employ cost-analysis for food/supply purchases as well as maintain an accurate inventory to stay within budget.

#### JOB IMPACT

Consequences of error would result in violation of health codes and food contamination due to improper handling and storing of food. In addition, the Department could be in violation of its agreement with the Oregon Department of Education School Lunch Program and be required to return reimbursement monies.

### JOB CONTACTS:

Contacts are with vendors to place orders of food and supplies; delivery people when receiving orders of food and supplies.

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent in practical situations and to create and interpret graphs and charts

### REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to work as a team and willingness to support and backup fellow shift employees.

### OTHER SKILLS AND ABILITIES

Use of kitchen equipment and basic computer skills

### CERTIFICATES, LICENSES, REGISTRATIONS

Obtain and maintain First Aid/CPR Certification and Food Handlers License. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Youth may be angry, hostile and potentially dangerous, and may use loud, threatening verbal abuse.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Youth are in custody and risk of injury, self-inflicted or otherwise, is constant. Incumbent must be intently alert their entire shift.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Keyboard Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal to operate kitchen equipment			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>