

Arizona Superior Court in Pima County

Detention Kitchen Supervisor

SALARY

\$47,393.00 - \$52,132.00 Annually

JOB TYPE

Full Time

CLOSING DATE

4/3/2024 4:30 PM Mountain

FLSA STATUS:

Exempt

Purpose of the Position

This position is responsible for planning, organizing and supervising food services and laundry services in a correctional institution, training of corrections cooks and laundry attendants, and performing related work as required.

Do you have commercial food preparation or institutional food preparation supervisory experience and enjoy developing a team? Apply today.

Currently reviewing applications.

Closing date is April 3, 2024, at 4:30 PM.

Exceptional benefits:

- Corrections Officer Retirement Plan (CORP)
- 15 paid vacation days, 12 holidays, and 15 days of sick leave
- 12 weeks of 100% paid parental leave
- Employer-paid Short -term Disability
- Tuition Reimbursement \$5,250 per year
- Health Wellness discount program
- Mental and Behavioral Health Benefits
- Paid Training with Advancement Opportunities
- Free access to Court Gym

Upon yearly anniversary, 56 hours of sick time accrued, less usage, may be rolled over to vacation time.

Essential Functions

- Manages the day-to-day operations of the kitchen, scheduling and preparing food on a large and small volume basis.
- Manages the day-to-day operations of laundry scheduling and services on a large and small volume basis.
- Develops and monitors policy and procedures regarding Kitchen and Laundry operations to ensure compliance with Health Department, National School Lunch program and the Pima County Juvenile Court Detention Division Standards.
- Prepares menus that meet the requirements for nutrition, calories, dietary needs, and quantity.
- Provides appetizing meals, utilizing cost effective methods, to a diverse population with specific dietary needs.
- Oversees the preparation of regular and special diet foods according to prescribed menus and recipes.
- Oversees kitchen and laundry services including preparing requisitions, invoices, purchase orders, claims, funds transfer documents, routine correspondence, memos, reports, operations manuals, maintains accounts and inventories, and prepares other documents as required.
- Inspects the kitchen and laundry facilities, equipment, and operations to ensure compliance with state and federal regulations regarding food preparation, health and safety, cleanliness, service and storage.
- Supervises kitchen and laundry staff as they complete their meal preparations, interpreting recipes, laundry/sewing duties, answers questions, and provides training and support as needed.
- Negotiates vendor contracts for food, youth clothing, sheets, blankets, other supplies and services and recommends the purchase of food, laundry/sewing services equipment and/or large scale items when necessary.
- Monitors the inventory of foods, youth clothing, sheets, blankets, laundry/sewing supplies and other supplies to minimize spoilage and the loss of foods based on expiration dates.
- Develops procedures and monitors the disposal of unused foods.
- Assigns, reviews and evaluates the work of regular and intermittent laundry attendants.
- Updates monthly laundry schedule for distribution to the living units.

Minimum Qualifications

A High School Diploma or equivalent G.E.D. certificate and five years of progressively responsible work experience, to include at least one year of supervisory or lead experience, in large and/or small-scale commercial food preparation or institutional food preparation.

Or the equivalent amount of experience, education and/or a training as approved by human resources. Previous work experience supervising laundry and/or sewing activities is preferred.

Licenses, Certificates & Physical Conditions

Post employment the incumbent is expected to acquire certifications with the National Registry of Food Safety Professionals, and Serving It Safe, both prominent industry certifications.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Performs the majority of work duties and responsibilities in an institutional setting. At times to manage the day-to-day operations, the incumbent will walk, stand, lift and push carts for periods of time overseeing and/or assisting with food preparation and laundry/sewing services. May be required to lift materials up to 25 lbs.

Benefits

We offer a competitive benefits package to benefits eligible employees, which includes medical, dental, life insurance, flexible spending accounts, paid vacation and sick leave. Some benefits **require contributions** by employees in addition to contributions made by the employer. **Please see the link below for a complete description of the offerings.**

[*Pima County Benefits*](#)

Retirement Plan participation is mandatory for all eligible employees to include a mandatory pre-tax pay deduction. Current rates can be viewed here:

[*ASRS Contribution Rates*](#)

Education Reimbursement Program: The program will provide up to \$5,250 per calendar year towards the cost of tuition, required books, registration fees, and laboratory fees. The Employee's lifetime maximum benefit would be for reimbursement of one Bachelor's degree and one Master's degree.

Full-time employees of government organizations may be able to receive student loan forgiveness under the Public Service Loan Forgiveness Program. For more information click [Student Loan Forgiveness | Federal Student Aid](#).

Website

www.sc.pima.gov/courtjobs