



EMPLOYMENT OPPORTUNITY

CORRECTIONAL FOOD SERVICES SUPERVISOR

SALARY AND BENEFITS

\$24.30 - \$32.07 per hour, plus benefits package

FILING DEADLINE

Continuous

DUTIES AND RESPONSIBILITIES

Under direction from the Captain or designee, the Correctional Food Services Supervisor will plan, organize, direct and supervise food service operations within the Sheriff's Adult Detention Facility. Exercises direct supervision over assigned technical and inmate personnel. The major duties of the job include the ability to:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for food service operations; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of inmate and County staff involved in food service operations; ensure compliance with laws and regulations regarding food preparation in a detention facility.
- Plan, organize and prepare meals for twenty-four hours a day, seven days a week operation.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment and materials; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with County and inmate staff to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to management; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade.

Experience: Three years of increasingly responsible experience in food service, including one year of lead responsibility.

Minimum Age: Must be at least 18 years of age at the time of appointment.

License and

Certifications: Possession of, or ability to obtain, a valid California driver's license.

Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115.

Must successfully pass an extensive background check and drug screen.

SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Visit the Personnel Department on our website for an official Lassen County application at: <http://lassencounty.org>, OR visit our application center at the address below. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Updated: February 19, 2023

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.