

FOOD SERVICES QUALITY ASSURANCE COORDINATOR

Basic Purpose:

Positions in this job are assigned responsibilities to ensure orientations and training are held for food service staff, the master menu is followed as outlined, assessments, maintenance and reports are conducted, supervision of the agency dietician is provided to ensure dietary needs are met and lesson plans, policy and procedures meet appropriate standards.

Typical Functions:

- Provides consultative advice and direction for all food service, orientations for new staff hired within food service, oversight of and training for food preparation and presentation for the various diets on the master menu, coordinated through the agency's dietician.
- Ensures master menu is being followed as written. Monitors quality and quantity of food being served. Monitors food stocks in both kitchen areas and warehouses to ensure supplies are being properly stored and rotated as needed to ensure a safe food supply.
- Conducts assessments of food service operations within correctional facilities, to include food preparation and presentation, kitchen equipment maintenance and repairs, inventories, preparation of reports pertaining to food service operations and record keeping.
- Supervises the agency dietician to ensure the daily nutritional needs are met for all inmates housed within correctional facilities. Supervises development of new master menus. Makes recommendations for changes when needs are identified.
- Ensures food safety and handling related lesson plans are available to employees and schedules in-service training, as needed, for food service personnel. Is responsible for review of agency policies and procedures regarding food service.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of food service operations; of sanitation laws and public health codes and regulations; of food preparation, handling, and serving techniques; of interpreting applicable federal and state food service laws and regulations, as well as interpretation and understanding of agency policy and procedures relating to food service operations. Ability to establish and maintain

Oklahoma Department of Corrections
Unclassified Job Descriptor

FOOD SERVICES QUALITY ASSURANCE COORDINATOR

effective working relationships; to communicate effectively both orally and in writing; and to collect and organize data. Must possess good customer relation skills.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in food and nutrition, a physical, natural, biological or environmental science, public health, or a closely related field and three (3) years of professional experience in one of the above areas and registration with the Oklahoma State Department of Health as a food safety manager.

Preferred Qualifications: Master's degree in nutrition and food management and experience equivalent to or greater than listed above, and registration with the Oklahoma State Department of Health as a food safety manager.