

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

MUST APPLY THROUGH NEOGOV AT AGENCY.GOVERNMENTJOBS.COM/SC

OPENING DATE: 02/13/18

CLOSING DATE: 02/21/18 (4:30 PM)

SCDC INTERNAL TITLE: FOOD SVC SPEC IV

SCDC POSITION #: 017330

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: KERSHAW CORRECTIONAL INSTITUTION, KERSHAW (LANCASTER) LEVEL 2

STATE JOB TITLE: FOOD SERVICE SPEC. IV

STATE JOB CLASS: KB20

PAY BAND/LEVEL: 04 C

BAND: 04

SPECIAL INCENTIVE: YES

HIRING SALARY RANGE: \$ 029192 - \$ 037695 SCEIS POSITION #: 61017613

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN QUANTITY AND QUALITY COOKING.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESORUCES). A HIGH SCHOOL DIPLOMA AND FOUR (4) YEARS EXPERIENCE IN QUANTITY AND QUALITY COOKING.

DESCRIPTION OF DUTIES:

INTERVIEWS, HIRES, EVALUATES AND TERMINATES ALL CIVILIAN AND INMATE FOOD SERVICE EMPLOYEES; TRAINS AND INSTRUCTS ALL EMPLOYEES, I.E., COOKS, BAKERS, KITCHEN AND DINING HELP IN ALL PHASES OF THEIR DUTIES; SUPERVISES ALL PERSONNEL IN THE PERFORMANCE OF THEIR DAILY DUTIES; ACTS AS OFFICER IN MAINTAINING INTERNAL SECURITY OF CAFETERIA; WORKS WITH INMATE REPRESENTATIVE COMMITTEE TO RESOLVE PROBLEMS AND COMPLAINTS; RESPONSIBLE FOR THE ACCURATE PREPARATION OF ALL FOOD ORDERS ON WEEKLY BASIS AND ACCURATE DELIVERIES; PREPARES COOK'S WORK SHEET IN STRICT ACCORDANCE WITH SCDC MASTER MENU AND MAINTAINS RECORDS FOR A 5-YEAR PERIOD; RESPONSIBLE FOR FISCAL RECORDS FOR BUDGETARY PURPOSES; MEETS WITH HEALTH, FIRE & OSHA INSPECTIONS; RESPONSIBLE FOR ENSURING THAT ALL REQUIRED MAINTENANCE/REPAIR WORK IS PERFORMED ON CAFETERIA EQUIPMENT. MUST BE CERTIFIED AS HAZARD ANALYSIS & CRITICAL CONTROL POINT(HACCP)AND/OR SERVESAFE MANAGER,OR MUST ATTAIN CERTIFICATION WITHIN 1 YEAR OF EMPLOYMENT.