

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 3126510**

**Correctional Facility Food Administrator 1, Grade 19 3126510**  
**Correctional Facility Food Administrator 2, Grade 21 3126520**  
**Correctional Facility Food Administrator 3, Grade 23 3126530**

Brief Description of Class Series

Correctional Facility Food Administrators manage food service programs for incarcerated individuals at correctional facilities that have at least 300 beds and serve at least 900 meals per day, and at Shock Incarceration Facilities which, while having less than 300 incarcerated individuals, do not have the availability of incarcerated workers, thus requiring greater managerial direction in meeting food production needs. Several positions are assigned to the Food Production Center at Mohawk Correctional Facility, which operates a Cook-to-Chill inventory system and provides processed food to all correctional facilities.

These positions are classified only in the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Correctional Facility Food Administrator 1:* serves as the highest-level food service administrator and supervisor in a correctional facility that has from 300 to 799 beds or is a Shock Incarceration Facility; or serves as the overall assistant to the Correctional Facility Food Administrator 2 in a correctional facility that has over 2,000 beds; or serves at the Mohawk Food Production Center.

*Correctional Facility Food Administrator 2:* serves as the highest-level food service administrator and supervisor in a correctional facility that has 800 or more beds; or may serve as a food processing administrator and supervisor at the Mohawk Food Production Center.

As the highest-level supervisory position in a correctional facility food service program, positions of Correctional Facility Food Administrator 1 and 2 are similar. However, the responsibilities of Correctional Facility Food Administrators 2 are more extensive because of their responsibility for a larger facility food service operation.

*Correctional Facility Food Administrator 3*: only classified at the Mohawk Food Production Center; under the direction of Correctional Food & Nutritional Services Assistant Director, is responsible for all operations including the supervision of all subordinate food service staff and incarcerated individuals assigned to work in the Food Production Center, and the assurance that the plant is operated in compliance with State and federal nutrition and sanitary requirements.

### Related Classes

Head Cooks typically supervise Cooks and related staff in all phases of food preparation in large institutional kitchens.

Cooks typically prepare and cook a variety of foods in institutional kitchens and supervise incarcerated individuals.

### Illustrative Duties

#### *Correctional Facility Food Administrator 1 & 2*

When assigned to serve as the highest-level food service administrator and supervisor in a correctional facility:

- Works with the Regional Coordinator Correctional Food Services to implement Cook Chill Program policies, plans, and procedures for the storage, inventory control, and preparation of food.
- Submits orders for non-Cook Chill food products to the Mohawk Food Production Center.
- Contracts with local vendors for purchases of seasonal products.
- Supervises, trains, and schedules Head Cooks, Cooks, and incarcerated workers, including preparing evaluations and counseling employees and incarcerated workers, and establishes work schedules and work priorities.
- Monitors the quality and quantity of food prepared to ensure that it meets acceptable standards developed for the Cook Chill Program.
- Develops systems to prevent waste and pilferage.
- Ensures that the facility food service area is operated in accordance with safety and sanitation standards required by applicable codes.
- Develops a schedule for preventive maintenance on food service equipment.

- Prepares reports for the Regional Coordinator Correctional Food Services and the Correctional Food & Nutritional Services Director.
- May participate in the update and review of facility procedures and internal controls for the purpose of maintaining facility accreditation.
- May assist with, conduct, and/or make determinations on incarcerated individual disciplinary hearings.
- May serve on good behavior time allowance committees as outlined in Title 7, Chapter 5: Procedures for Standards of Incarcerated Individual Behavior and for Granting Good Behavior Time Allowances.

*Correctional Facility Food Administrator 1*

When assigned to serve as the overall assistant to the Correctional Facility Food Administrator 2 in a correctional facility:

- Supervises and trains Head Cooks, Cooks, and incarcerated workers in a variety of food preparation and food service activities.
- Assists in establishing work schedules and work priorities.
- Monitors the quality and quantity of food prepared to ensure that it meets acceptable standards.
- Monitors safety and sanitation standards required by applicable codes.
- May have responsibility for an assigned shift.

When assigned to the Mohawk Food Production Center:

- Serves as the overall assistant to the Correctional Facility Food Administrator 2, or other higher-level administrator in the preparation of food for distribution to correctional facilities.
- Assigns, supervises, trains, and evaluates a staff of Head Cooks, Cooks, Meat Cutters, Office Assistants (Stores/Mail), and incarcerated workers.
- Directs the preparation and processing of meat, poultry, vegetables, and ingredients into meals for shipment to facilities.
- Assists in developing standards for the processing, storage, inventory control, and distribution of food.

- Assists in developing menu plans that conform to nutritional standards.
- Monitors the quality and quantity of food prepared to ensure that it meets standards.
- Monitors safety and sanitation standards required by applicable codes.
- Oversees the preparation of daily reports.
- May have responsibility for an assigned shift.

*Correctional Facility Food Administrator 2*

When assigned to the Mohawk Food Production Center:

- Serves as a higher-level administrator and supervisor responsible for the preparation of food for distribution to correctional facilities.
- Develops menu plans that conform to nutritional standards and meet medical, religious, and specialized feeding programs.
- Works with food procurement staff to acquire food and supplies required by the Mohawk Food Production Center.
- Develops standards for the processing, storage, inventory control, and distribution of food to facilities.
- Directs the preparation and processing of meat, poultry, vegetables, and ingredients into meals.
- Oversees the assignment, supervision, training, and evaluation of a staff of Head Cooks, Cooks, Meat Cutters, Office Assistants (Stores/Mail), and incarcerated workers.
- Oversees the preparation of daily reports and prepares monthly and annual reports for the Correctional Food & Nutritional Services Director.

*Correctional Facility Food Administrator 3*

Responsible for the overall operation of the Mohawk Food Production Center including supervision of all subordinate food service staff and incarcerated individuals assigned to work in the Food Production Center.

Establishes staffing levels for production areas and provides justification to the Correctional Food & Nutritional Services Assistant Director for approval.

Provides updates on food production, facility operations and staff activities to the Correctional Food & Nutritional Services Assistant Director and Director

Responsible for producing and shipping food for the entire DOCCS system and other customers. Responds to facility concerns regarding Food Production Center product.

Develops par levels for processed food products and monitors product use of all facilities.

Coordinates with statewide facility food service staff to ensure all procedures are followed for use.

Ensures that sanitation guidelines are being followed and enforced. Develops guidelines to ensure the quality of all processed food areas.

Ensures that all ingredients are on hand and in sufficient quantity to meet the needs of the Cook Chill.

Coordinates with Nutritional Services Fiscal Office to ensure that proper product and pricing are acquired.

Assists in menu development and nutritional analysis for all facilities statewide.

Assists with development of Internal Controls, Policy and Procedures Manual.

Assists in statewide training program for new facility food service supervisors.

Assists in development of the training program for Cooks and Head Cooks at facilities statewide.

### Minimum Qualifications

#### *Correctional Facility Food Administrator 1*

Open Competitive: six years of experience supervising food preparation and service in a food service operation offering a full-range menu\* and serving at least 300 meals daily. One year of this experience must have included independently overseeing the management of a food service operation on an assigned shift, or regional management of separate operations.

Substitution: associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; or J.D. may substitute for six years of specialized experience.

### *Correctional Facility Food Administrator 2*

Promotion: one year of permanent service as a Correctional Facility Food Administrator 1.

Open Competitive: seven years of experience supervising food preparation and service in a food service operation offering a full-range menu\* and serving at least 300 meals daily. Two years of this experience must have included independently overseeing the management of a food service operation on an assigned shift, or regional management of separate operations.

Substitution: associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; or Ph.D. may substitute for seven years of specialized experience.

\*A "full-range menu" is a daily, complete, and varied menu of foods.

### *Correctional Facility Food Administrator 3*

Promotion: one year of permanent service as a Correctional Facility Food Administrator 2.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications are those which were required for appointment at the time the classification standard was written. Please contact the Division of Staffing Services for current information or minimum qualification requirements for appointment or examination.

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