

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

Classification Standard

Occ. Code 3113200

Correctional Food & Nutritional Services Assistant Director, M-2 3113200
Correctional Food & Nutritional Services Director, M-4 3113300

Brief Description of Class Series

Positions in this series direct all food service and nutritional activities in correctional facilities, statewide, for the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Correctional Food & Nutritional Services Assistant Director: assists the Correctional Food & Nutritional Services Director in directing and coordinating activities related to the food service operations at all correctional facilities; supervises staff in assigned functional area(s) such as nutrition and facility support, fiscal and stores and shipping, or the Food Production Center.

Correctional Food & Nutritional Services Director: one position class; under the general direction of Executive staff, directs and coordinates all activities related to the food service operations at all correctional facilities.

Illustrative Tasks

Correctional Food & Nutritional Services Assistant Director

Performs the full range of administrative supervisory responsibilities for staff in assigned functional area(s).

Assists in menu development.

Develops programs to test and taste new products; sets up pilot programs to introduce new products to staff and incarcerated individuals at facilities.

Provides food requirements to accommodate therapeutic diets; establishes specific guidelines for use of all diets.

Develops and implements training programs statewide.

Assists with development and modifications of Internal Controls, Policy and Procedure Manual.

Ensures all American Correctional Association standards are in compliance.

Prepares reports for the Director.

Establishes staffing levels for areas of responsibility and provides justification to Director for approval or disapproval.

Coordinates meetings and correspondence with manufacturers that currently provide or may have future opportunities to provide food, equipment or supplies for Food Production or statewide facilities.

Coordinates and acts on behalf of the Director in giving direction and responses to the Regional Coordinators Correctional Food Services.

Prepares responses for incarcerated individual grievances after performing an investigation and ensuring all correspondence is accurate.

Reports to the Director any deficiencies in overall nutritional services program.

May assist or provide information to the Director in matters of legal issues or court cases and act on behalf of the Department.

Correctional Food & Nutritional Services Director

May perform all of the same duties and functions as a Correctional Food & Nutritional Services Assistant Director.

Develops a plan for total food service operations; initiates programs and reacts to facility or Department emergencies.

Responds to facility requests, consults, and advises all food supervisory personnel including facility executive teams.

Assesses priorities due to unforeseen developments, additional or revised Departmental goals or facility needs and changing populations.

Consults and advises Department Facility Planning, Support Operations, and Office of General Services regarding the design capability and operational requirements of expansion or facilities in need of rehabilitation. Approves all spending.

Develops training programs and food control and monitoring system to assure that facilities will exercise the operational experiences to maintain well run facilities within the spending plan.

Develops and maintains an emergency plan for a statewide disaster and coordinates the plan with State Emergency and Federal Emergency Management System.

Develops and implements policies and procedures including Cook/Chill operation.

Develops and implements staffing patterns for all correctional facilities food service and monitors and approves filling of vacancies and recommends any staff changes.

Approves use of all food for functions other than feeding incarcerated individuals and assures payment for such food has been appropriately reimbursed.

Monitors food service complaints that relate to food, food service or staff, and ensures that corrective action is taken if needed.

Coordinates with the Department of Health, Department of Agriculture & Market, and U.S.D.A. inspector to ensure food service areas and the Food Production Center meet or exceed their requirements.

Approves final menu before distribution to all facilities.

- Supervises Department staff to ensure nutritional content of menus are met or exceeded.
- Develops menus and coordinates all requirements needed to provide food for religious functions.
- Monitors prescribed medical diets to ensure all menu requirements are followed.

Maintains a system that monitors and ensures accurate inventories at Food Production Center and all correctional facilities.

Develops justification and assists directly with writing contracts for food, equipment, and services.

Provides interpretation of documentation to Counsel's Office pertaining to food and food related areas.

Minimum Qualifications

Correctional Food & Nutritional Services Assistant Director

Promotion: one year of permanent competitive service as a Nutrition Services Administration 2, Correctional Facility Food Administrator 3, Regional Coordinator Correctional Food Services, Contract Management Specialist 2, or Institution Steward; OR two years of permanent competitive service as a Nutrition Services Administrator 1.

Correctional Food & Nutritional Services Director

Promotion: one year of permanent competitive service as a Correctional Food & Nutritional Services Assistant Director.

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 above 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 on minimum qualification requirements for appointment or examination.

Date: 10/2023

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