

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

Classification Standard

Occ. Code 3112800

Regional Coordinator Correctional Food Services, Grade 23

Brief Description of Class

Regional Coordinators Correctional Food Services coordinate, oversee, and monitor food service and nutritional activities in correctional facilities, within assigned geographic regions, for the Department of Corrections and Community Supervision (DOCCS). Incumbents monitor correctional facilities for food requirements; determine the availability of food products to meet the needs of correctional facilities ensuring that sufficient food is processed to meet menu requirements and that sanitary conditions are adhered to; and collaborate with other agencies regarding the management and oversight of the Cook-to-Chill process.

These positions are classified only at DOCCS' Mohawk Correctional Facility.

Distinguishing Characteristics

Regional Coordinator Correctional Food Services: reviews the food service operations of correctional facilities within an assigned geographic region; inspects and audits correctional facility food service operations for compliance with various Federal, State and local food service policies, procedures, and standards.

Related Classes

Correctional Facility Food Administrators manage food service programs for incarcerated individuals at correctional facilities that have at least 300 incarcerated individual 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 individual labor, thus requiring greater managerial direction in meeting food production needs. Several positions are assigned to the Food Production Center at the Mohawk Correctional Facility, which operates a Cook-to-Chill inventory system and provides processed food to all correctional facilities.

Illustrative Duties

Reviews the food service operations of individual correctional facilities for compliance with DOCCS, Department of Health (DOH), and American Correctional Association (ACA) policies, procedures, and standards.

- Inspects the food service operations of correctional facilities to monitor sanitation and hygiene; food handling; operations and management; and compliance with ACA accreditation standards.
- Reviews correctional facility food service operations for compliance with nutrition standards.
- Compiles reports for the Correctional Food and Nutritional Services Director and Facility Executive Team regarding inspection findings and recommended corrective actions.
- Monitors correctional facility food service operations to ensure that corrective actions are taken in areas found to be deficient.
- Collaborates with the Correctional Food and Nutritional Services Director, Correctional Facility Executive Team, and food service staff to obtain equipment and supplies, including surplus equipment to correctional facilities in need.
- Collaborates with the Correctional Food and Nutritional Services Director to develop improved and efficient kitchen and serving area layouts.
- Recommends modifications to existing correctional facility food operations policies and procedures.

Monitors correctional facility food service operations to ensure DOCCS policies, procedures, and directives are followed.

- Monitors correctional facility food service operations to ensure that standardized cycle menus, recipes, and portion charts are followed.
- Reviews the submission of operational forms and records ensuring compliance with standards.
- Monitors correctional facility food service operations ensuring that food costs are in line with budgeted levels.
- Reviews and approves non-food items ordered by correctional facilities on DOCCS' ordering system.

- Oversees that projected par level requirements conform to food plan allowances and are within acceptable inventory levels.
- Reviews Internal Audit Guides from correctional facilities regarding deficiencies in food service.
- Administers pre-accreditation audits to ensure that correctional facility food service operations comply with all mandatory and non-mandatory standards.
- Administers audits of correctional facility food service operations.
- Implements and monitors correctional facility food service operations for compliance with the Standard, Religious, and Therapeutic diets.

Collaborates with the Correctional Food and Nutritional Services Director to develop training programs for all levels of food service staff.

- Develops a specific training program for food service staff in areas within correctional facilities consistently in non-compliance.
- Monitors incarcerated individuals for completion of training programs.
- Monitors and collaborates with correctional facilities on implementing the Incarcerated Food Service Incentive Wage Program.

Reviews incarcerated individual correspondence and grievances concerning the quality, quantity, sanitation, and other food service related concerns.

- Investigates incarcerated individual allegations of incidents at correctional facilities.
- Recommends corrective actions to be taken in response to investigations.
- Writes response letters to incarcerated individuals regarding food service issues.

Collaborates with the Correctional Food and Nutritional Services Director in resolving correctional facility emergencies and requests from local, State, and federal agencies needing assistance.

Minimum Qualifications

Regional Coordinator Correctional Food Services

Promotion: one year of permanent competitive service as a Correctional Facility Food Administrator 2, or two years of permanent competitive 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, with two years of this experience involving total management of a food service operation or regional management of separate operations. Substitution: an associate's degree in culinary arts, culinary arts management, food management, professional chef, or hotel management or hospitality management with a concentration in food management, substitutes for two years of general experience; or a bachelor's degree in culinary arts, culinary arts management, food management, professional chef, or hotel management or hospitality management with a concentration in food management, substitutes for four years of general experience.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 9/2025

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