



Food Service Manager

DIVISION: Correctional Institutions Division – Laundry, Food and Supply

POSITION TITLE:	SALARY GROUP:
Food Service Manager II	A15
Food Service Manager III	A17
Food Service Manager IV	A19

I. Job Summary

Work involves supervising and planning food preparation and service; ensuring prescribed sanitation and safety rules are maintained; calculating food requirements; preparing reports; direct supervision of inmate work groups in their daily assigned duties including the responsibility of preventing escapes and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures; and supervising the work of employees and inmates.

Food Service Manager II: Performs moderately complex food service supervisory work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Food Service Manager III: Performs highly complex food service supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Food Service Manager IV: Performs advanced food service supervisory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

II. Essential Functions

- A. Supervises the preparation and serving of meals; ensures dining, service, and food preparation areas and equipment are maintained in a clean and sanitary manner; monitors compliance with sanitation, safety, and health regulations; assists in establishing food service regulations, procedures, and standards; inspects food for quantity, quality, and temperature; assures proper storage and use of inventory; instructs employees and inmates on safety rules and regulations, proper use of soaps and chemicals, sanitary procedures, food preparation and portion control, and the operation of food service equipment; monitors and logs temperatures; assists in calculating monthly, quarterly, semi-annual, and annual food budget requirements; prepares and approves requisitions for food items, supplies, and equipment; and completes related documents and reports.
- B. Assumes an advanced level of responsibility for the care and custody of assigned inmates through knowledge of and adherence to laws, rules, regulations, and standard operating procedures governing the Texas Department of Criminal Justice (TDCJ); searches for contraband and provides security; supervises inmates in work areas accessed by stairs; and maintains security of assigned areas.
- C. Provides custody and security of inmates including observing actions of inmates, squatting and bending to conduct “pat” and “strip” searches of inmates, and restraining and securing sometimes assaultive inmates.

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- D. Supervises and provides security of inmates performing food service technical skills which involve climbing stairs and ladders and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.
- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped inmates, hearing calls for and calling for help, giving first aid at the emergency site, and carrying an injured or unconscious inmate or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents or firearms, to control inmates.
- F. Reads, reviews, and properly applies information found in inmate records which is related to the inmate's health and safety and to the security of the facility; provides leadership and technical guidance to other staff; complies with policies, procedures, rules, and regulations; enforces inmate disciplinary rules; and prepares and maintains records, forms, and reports.
- G. Supervises the work of employees and inmates; and assists in orientation and departmental in-service training programs for staff and inmates.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. Minimum Qualifications

A. Education, Experience, and Training

Food Service Manager II:

- Graduation from an accredited senior high school or equivalent or GED.
- Successful completion of an accredited Texas Department of Criminal Justice (TDCJ) approved college Correctional Officer Training program or TDCJ Correctional Officer Pre-Service Training Academy.
- One year full-time, wage-earning experience in correctional, commercial, or institutional food preparation or food service management
or
- or up to 24 months as a Correctional Officer, Supervisor of Correctional Officers, Correctional Laundry Manager, Law Enforcement, or Jailer experience within the last 10 years.
- Experience in the supervision of employees or inmates preferred.

Food Service Manager III:

- Must have 25 months of experience as a Correctional Officer, Supervisor of Correctional Officers, Correctional Food Service Manager, Correctional Laundry Manager, Law Enforcement, or Jailer within the last 10 years.
- Two years full-time, wage-earning experience in the supervision of employees or inmates.

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Food Service Manager IV:

- Must have 73 months of experience as a Correctional Officer, Supervisor of Correctional Officers, Correctional Food Service Manager, Correctional Laundry Manager, Law Enforcement, or Jailer within the last 10 years.
- Three years full-time, wage-earning experience in the supervision of employees or inmates.
- * Continued employment is contingent upon passing exams and skills tests.
- * Must meet the minimum requirements of a Food Service Manager II for each position.

B. Knowledge and Skills

1. Knowledge of the principles and practices of quantity food preparation and service.
2. Knowledge of the operation and maintenance of food service equipment.
3. Knowledge of food service accounting and inventory control procedures.
4. Knowledge of food storage practices and procedures.
5. Knowledge of food service sanitation and safety standards.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to calculate food requirements.
8. Skill in inventory maintenance methods and procedures.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill in problem-solving techniques.

IV. Additional Requirements with or without Reasonable Accommodation

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.

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C. Equipment (machines, tools, devices) used in performing only the essential functions may include computer and related equipment, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters, and weapons, cameras, various locking systems, tractor, trailer, dolly, and automobile.

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eric Guerrero DATE: 09/01/2025

POSITION #: 009083