

SUPERVISOR I
NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS
NEW HAMPSHIRE STATE PRISON FOR WOMEN/ KITCHEN - GOFFSTOWN
10:00 am – 6:30 pm with ½ hour unpaid lunch break, Sunday/Monday Off
\$38,490.40 - \$45,125.00
(Salary includes Hazard Duty Pay)
18810

This full time position will supervise and organize work activities related to preparing and cooking food an the NH Spate Prison, for distribution to patients and inmates and staff meals, working in close and immediate contact with prisoners on a daily basis, having responsibility for security.

Minimum Qualifications:

Education: Bachelor's degree from a recognized college or university with major study in culinary art or hotel restaurant management or related field. Each additional year of approved formal educations may be substituted for one year of required work experience.

Experience: Two years experience in large quantity cooking as a head chef kitchen or dining room manager in a restaurant, hotel or institutional setting. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None.

Special requirements: Successful completion of the Corrections Academy and continuing Certification as correctional line personnel as established by the certifying authority.

Employees are required to pay an agency or union fee.

For further information regarding this position, please contact Linda McDonald, Program Specialist II at (603) 271-5645.

HOW TO APPLY: An official application for employment may be obtained from and returned to New Hampshire Department of Corrections, Human Resource Office, PO Box 1806, Concord, New Hampshire 03302-1806, nhdocemploy@nhdoc.state.nh.us (603) 271-5650 and is available on the Internet at www.admin.state.nh.us/hr. *** **In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency.** ***

Resumes will not substitute for a fully completed State application.

Applications must be received by: Until positions is filled.

EOE

SUPPLEMENTAL JOB DESCRIPTION

Classification: _____ Supervisor I _____ Function Code: _____ 8560-046

POSITION TITLE: _____ Correctional Line Supervisor I _____ Date Established: _____ 8/15/88

Position Number: _____ 18810 _____ Date of Last Amendment: _____ 9/19/08

SCOPE OF WORK: To supervise and organize work activities related to preparing and cooking food at the NH State Prison, for distribution to patients and inmates and staff meals, working in close and immediate contact with prisoners on a daily basis, having responsibility for security.

ACCOUNTABILITIES:

- Supervises staff and inmate workers in all aspects of meal preparation and serving in an institutional setting. All meals must meet RDS Standards, ACA Standards and Special Diet requirements.
- Assigns work to cooks and inmate workers, to facilitate a clean, smooth running food service operation.
- Organizes and substantiates good cleaning practices, maintains sanitary conditions, upkeep of equipment and work areas to meet ACA Standards and State of New Hampshire Health Department Codes.
- Receives and checks foods and supplies for quality and quantity, to be received into the kitchen stock room for meal preparation and inventory procedures.
- Supervises and coordinates preparation of food for special diets for distribution to various units, inmates and patients.
- Exercises direct supervision in training kitchen personnel and inmate workers in food prep, personal hygiene, and other sanitary practices to meet ACA Standards and the New Hampshire Health Department Specs.
- Documents and maintains food and supply inventories in storage areas for the purpose of food costs, proper distribution and monthly inventory.
- Responsible for the oversight and management of the food service budget for the NHSP-Women in Goffstown.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in culinary art or hotel restaurant management or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in large quantity cooking as a head chef, kitchen or dining room manager in a restaurant, hotel or institutional setting. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certifications:

Special Requirements: Successful completion of the Corrections Academy and continuing Certification as correctional line personnel as established by the certifying authority.

CLASSIFICATION: SUPERVISOR I

Class Code: 8560-19

Date Established: 02-20-85

Occupational Code: 7-1-2

Date of Last Revision: 12-28-01

BASIC PURPOSE: To supervise subordinate employees in an established agency program or portion of a larger program within a specified organizational unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- ● Assigns and supervises the work of an organizational unit, with responsibility for employee performance appraisal.
- ● Assists in preparing documentation for unit budget requests and supervises the preparation of a variety of records relating to unit functions.
- ● Trains subordinates in the functions performed within a specified organizational unit.
- ● Investigates complaints and meets with the public to resolve agency problems by referring unusual situations to an administrator with suggestions for problem resolution.
- ● Performs research activities on projects as requested by an administrator, including preparing and submitting written reports and summaries.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in a field relevant to program area in which position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in a field or occupation relevant to program area in which position is assigned. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: License or registration required if necessary for performing professional job accountabilities.

SPECIAL REQUIREMENTS:

1. Specific degree and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

2. For appointment consideration, Supervisor I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Considerable knowledge of New Hampshire laws pertaining to the specific program supervised. Considerable knowledge of departmental or agency rules and regulations. Knowledge of individual and group behavior. Ability to plan, supervise, coordinate and direct the work of others. Ability to evaluate situations. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with co-workers, governmental agencies and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.