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Modified: September 1, 2019

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CORRECTIONS FOOD SERVICE LEADER
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future food service positions that lead and direct incarcerated offenders or psychiatric patients in food service activities. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions that lead and direct incarcerated offenders or psychiatric patients in food service activities. Positions train, lead, and direct offenders in the production, distribution, and service of food and the performance of related sanitation safety and security activities within the institution. All positions in this series are responsible for compliance with certain security procedures, such as the control of sharps and food ingredients, monitoring for contraband, and writing conduct and incident reports.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions meeting the statutory definition of supervisor or management in Wis. Stats. s. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are responsible for production baking work or quantity cooking for a majority of the time and are more appropriately classified in the Baker or Cook series.

3. Positions that for a majority of the time do not lead or direct a group of incarcerated offenders or psychiatric patients in food service activities, and are more appropriately classified in the Food Service Assistant or Food Production Assistant series.
4. All other positions more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this series is by competition. This is not a progression series; reclassification to another level will occur only when it can be demonstrated that the changes in duties and responsibilities justifying the class change are a logical and gradual outgrowth of the position's previous duties and responsibilities and a majority of the work is defined at that level. Leadworker positions must be filled through competition.

II. DEFINITIONS

CORRECTIONS FOOD SERVICE LEADER 2

There are three allocation types at this level.

1. These positions are found in a juvenile or adult correctional institution and train, lead and direct offenders in the production, distribution and service of food and the performance of related sanitation safety and security activities within the institution. Specific areas of responsibility may include directing bakery production, hot or cold food preparation, modified diet preparation, tray lines, cafeteria or dishwashing.
2. These positions are found at the Racine Youthful Offender Correctional Facility and train, lead and direct offenders in the distribution and service of food and the performance of related sanitation activities within the institution. In addition, these positions monitor and assist food production performed by a contractor in an on-site production facility. These positions monitor the quality and quantity of food production, provide instruction to the contractor's staff in food preparation techniques and Department of Corrections nutrition, quality, quantity and sanitation standards, and perform food production as needed due to inadequate staffing by food contractor or during emergency food shortages.
3. These positions are found at Sand Ridge Secure Treatment Center and the Wisconsin Resource Center and train, lead and direct offenders or psychiatric patients in the production, distribution and service of food and the performance of related sanitation activities within the institution. Specific areas of responsibility may include hot or cold food preparation, modified diet preparation, final food prep, plating, distribution, and sanitation.

CORRECTIONS FOOD SERVICE LEADER 3

There are two allocation types at this level.

1. In a juvenile correctional institution, adult correctional institution, or the Wisconsin Resource Center, these positions are designated and function as leadworkers to Corrections Food Service Leader positions. As leadworkers, these positions assign and review the work of Corrections Food Service Leader positions and are responsible for training new staff. These positions also train, lead and

direct offenders or psychiatric patients in the production, distribution and service of food and performance of related sanitation activities within the institution.

2. In a Correctional Center in the Department of Corrections, Division of Adult Institutions, these positions are responsible for the operation of a food production and distribution unit, and train and direct offenders in all food service production, distribution, and related sanitation activities, plan meals and procure supplies. Work is performed under the general supervision of facility administration staff.

CORRECTIONS FOOD SERVICE LEADER 4

In the Department of Corrections, Division of Adult Institutions, these positions coordinate Correctional Center System menu planning for a defined region, and provide orientation, instruction, and communication regarding dietary and menu procedures and changes to Center System food service staff. Regular travel to the Correctional Centers within the assigned region of responsibility is required. These positions also direct the food service operation at a single Correctional Center: either individually, or in conjunction with a lower level Corrections Food Service Leader. In this capacity, these positions train and direct offenders in all food service production, service, and related sanitation activities. Work is performed under the general supervision of facility administration staff.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 21, 2000 and announced in Bulletin CLR/SC-112, and results from the partial implementation of the Food Service Occupations Survey, initiated on September 11, 1997, and announced in Bulletin CC/SC-71. Most positions in this new series were previously classified in the Food Production Assistant 1, 2, 3 or the Food Service Worker 1 through 5 series. Those classification series were abolished effective with the creation of the new Corrections Food Service Leader series. This classification series was modified effective September 10, 2000 to add an allocation at the second level describing positions that monitor and assist contracted food production in addition to directing offenders in food distribution duties. This classification series was modified effective September 5, 2004 and announced in Bulletin OSER-0051-MRS-SC to identify the inclusion of employees at the Sand Ridge Secure Treatment Center, within the Department of Health & Family Services, in the Corrections Food Service Leader 1 classification. This classification series was modified effective November 7, 2010 and announced in Bulletin OSER-0274-CLR/SC to eliminate the Correction Food Service Leader 1 classification and include an allocation identifying positions at the Sand Ridge Secure Treatment Center and the Wisconsin Resource Center in the Corrections Food Service Leader 2 classification. The exclusions section was modified to exclude other positions that deal with food rather than those that do not, update the name of the Division of Community Corrections to the Division of Adult Institutions, remove an allocation at the 3 level, and make various other minor updates

This classification series was modified effective September 1, 2019 and announced in Bulletin DPM-0500-CC/SC to add the Wisconsin Resource Center in the Department of Health Services to use the leadworker allocation within the Corrections Food Service Leader 3 level.

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