

3/17/2025

Job Posting

POSITION: **STEWARD (8 Positions)**

LOCATION: **DARTMOUTH HOUSE OF CORRECTION**

PAY GRADE: **16 (NAGE C) (\$56,788.69 - \$73,287.49)**

SHIFT / DAYS OFF: **Various Shifts Available**

4:00 am – 12:00 pm (Days Off – Thurs/Fri)
 5:00 am – 1:00 pm (Days Off – Fri/Sat)
 9:00 am – 5:00 pm (Days Off – Mon/Tue)
 10:00 am – 6:00 pm (Days Off – Wed/Thurs)
 11:00 am – 7:00 pm (Days Off – Mon/Tue)
 12:00 pm – 8:00 pm (Days Off – Sun/Mon)

GENERAL DUTIES AND RESPONSIBILITIES:

See Attached Job Description.

TO APPLY:

Those who are interested in this position must submit an employment application to the Human Resources Division on or before **March 31, 2025**. **Applications can be found on our website at www.bcs0-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class.

PLEASE POST

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|-----------|--------------|---------------------------------|
| 1. | Title | Agency |
| | Steward | Bristol County Sheriff's Office |
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- | | | | |
|-----------|--------------|---------------------|----------------------|
| 2. | Union | Salary Grade | Date Prepared |
| | NAGE C | 16 | Prepared 01/2025 |
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- 3. General Statement of Duties and Responsibilities:**
 Plans, directs and coordinates the administration of the food services. prepares menus, controls costs, makes inspections and performs other duties related to food service operations.
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- 4. Supervision Received:**
 Assistant Director
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- 5. Supervision Exercised:**
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- 6. Duties and responsibilities:**
1. Planning and preparation of all meals.
 2. Develops daily production sheet.
 3. Responsible for making work schedules for all BCSO food service personnel in the absence of the Assistant Director.
 4. Work directly with the Director & Assistant Director to develop a nutritionally sound and cost-effective menu.
 5. Implement food cost and labor cost controls to meet budget goals.
 6. Work with the Director, Assistant Director and Purchasing department to obtain bulk items from vendors.
 7. Work with purchasing department in development of 4-month food service bids.
 8. Process all purchase orders and invoices for food, paper, and chemicals, and provide paperwork to purchasing department.

9. Ensure that all product received meets bid specifications and quoted price. check all order sheets, package slips or bills against inventory being received.
 10. Supervise receiving and storing of all kitchen supplies (such as labeling, dating, proper storage).
 11. Respond to all food service issues including inmate grievances.
 12. Responsible for the cleanliness of area and equipment, as well as the health and cleanliness of staff and inmates.
 13. Take weekly physical inventory, provide cost per meal, paper, chemicals and food supplies.
 14. Plan and assign the work for cleaning details and vermin control. conduct and assign cleaning details to ensure cleanliness of area.
 15. Notify maintenance and exterminator for vermin control
 16. Make periodic searches of assigned area for contraband.
 17. Supervise culinary tool log-in on a daily basis.
 18. Accompany all inspectors during all state, local, and federal inspections and address all issues of concern immediately.
 19. Train and direct inmate food service workers in food preparation, handling supplies, serving, sanitation and clean up. Document maintain these records for seven years.
 20. Ensure compliance with sanitation and health codes.
 21. Responsible for writing disciplinary incident reports on inmates when necessary, monitor inmate activity, operate departmental equipment and respond to inmate behavior patterns.
 22. Responsible for the training and instructing inmates in the use of equipment and materials in food service operations.
 23. Must be physically able to push meal carts through doors and up a slight hill weighing approximately 50lbs and about 200 yards to its destination and back.
 24. Escort inmates throughout facility when delivering meal carts and obtaining supplies.
 25. Ensure staff is using proper radio/phone communication
 26. Perform any other related duties as designated by the Sheriff.
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7. **Qualifications**

1. One (1) year of experience preparing and serving food.
2. Maintain Food Service Sanitation (Servsafe) Certification.
3. Must be physically able to push meal carts through doors and up a slight hill weighing approximately 50lbs and about 200 yards to its destination and back.