

May 8, 2017

NOTICE OF VACANCY

POSITION: Assistant Steward  
DAYS OFF & SHIFT: Tuesday/Wednesday 12:00 PM – 8:00 PM  
PAY GRADE: NAGE C – Grade 15 (43,151.42 – 50,803.48)

GENERAL DUTIES AND RESPONSIBILITIES:

ASSIST THE STEWARD IN THE PLANNING, DIRECTING AND COORDINATING OF THE FOOD SERVICES. ASSIST THE STEWARD IN PREPARING MENU, CONTROLLING COSTS AND MAKING INSPECTIONS. PERFORMS STEWARDS' DUTIES IN HIS/ HER ABSENCE.

REQUIREMENTS:

1. HIGH SCHOOL DIPLOMA OR/GED
2. SOME EXPERIENCE IN FOOD SERVICES HELPFUL.
3. ABILITY TO COMMUNICATE EFFECTIVELY, BOTH ORALLY AND IN WRITING.
4. WILLINGNESS TO LEARN

TO APPLY:

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **Monday, May 22, 2017 at 4:00 p.m.**

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **Monday, May 22, 2017 at 4:00 p.m.** **Applications can be found on our website at [www.bcsso-ma.us](http://www.bcsso-ma.us).**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability or sexual orientation.

**PLEASE POST**

1. **TITLE**  
ASSISTANT STEWARD

**AGENDA**  
BRISTOL COUNTY  
SHERIFF'S OFFICE

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2. **UNION / GROUP**                      **SALARY GRADE**                      **DATE PREPARED**  
NAGE C – 2                                      15                                      PREPARED 03/05  
REVIEWED 04/12

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3. **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**  
ASSIST THE STEWARD IN THE PLANNING, DIRECTING AND COORDINATING OF THE FOOD SERVICES. ASSIST THE STEWARD IN PREPARING MENU, CONTROLLING COSTS AND MAKING INSPECTIONS. PERFORM STEWARD'S DUTIES IN HIS ABSENCE.

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4. **SUPERVISION RECEIVED: (TITLE OF SUPERVISOR)**  
SENIOR STEWARD, ASSISTANT SUPERINTENDENT II SUPPORT SERVICES, CHIEF OF STAFF

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5. **SUPERVISION EXERCISED: (TITLES OF PERSONS SUPERVISED)**  
GENERAL SUPERVISION OVER INMATES ASSIGNED TO KITCHEN WORK DETAIL.

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6. **DUTIES AND RESPONSIBILITIES:**

1. ASSIST IN RECEIVING AND STORING ALL KITCHEN SUPPLIES.
2. MUST BE PHYSICALLY ABLE TO PUSH 72" LONG CARTS THROUGH DOORS AND UP A SLIGHT HILL WEIGHING APPROXIMATELY 150 LBS AND ABOUT 200 YARDS TO ITS DESTINATION AND BACK.
3. ADVISE STEWARD OF FOOD NEEDS AND OTHER PROBLEMS SUCH AS EQUIPMENT FAILURE, INMATE INJURIES OR GRIEVANCES.
4. ASSIST IN SUPERVISING AND TRAINING INMATES IN FOOD PREPARATION, SAFETY, SANITATION AND KITCHEN MAINTENANCE.
5. ACT AS STEWARD IN HIS/HER ABSENCE.

6. ASSIST STEWARD IN PLANNING AND PREPARING MENU USING PORTION CONTROL, CHECKING FOOD TEMPERATURES AND LOADING CARTS, CHECKING FOR CONTRABAND.
7. ASSIST IN THE MAINTENANCE OF THE STOREROOM, MONITORING TEMPERATURES, ROTATING STOCK, AND LABELING AND DATING.
8. ASSIST IN MAKING PERIODIC SEARCHES OF ASSIGNED AREAS [FOR CONTRABAND].
9. ASSIST THE STEWARD TO ENSURE COMPLIANCE WITH HEALTH AND FISCAL REQUIREMENTS.
10. RESPONSIBLE FOR THE SUPERVISION, CONTROL, WRITING, DISCIPLINARY INCIDENT REPORTS ON INMATES IN HIS/HER CHARGE. MONITORS INMATE ACTIVITY, OPERATES DEPARTMENTAL EQUIPMENT AND RESPONDS TO INMATE BEHAVIOR PATTERS.
11. SUPERVISES AND MONITORS INMATE WORK CREWS PERFORMING FOOD SERVICE OPERATIONS IN THE CORRECTIONAL FACILITY.
12. RESPONSIBLE FOR THE TRAINING AND INSTRUCTING INMATES IN THE USE OF EQUIPMENT AND MATERIALS IN FOOD SERVICE OPERATIONS.
13. LOADS AND DRIVES TRUCK WITH MEALS FOR THE ICE BUILDING, FILLING OUT AUTO MAINTENANCE FORMS AS NEEDED.
14. KEEP INMATES OUT OF THE OFFICE AND KEEP THE OFFICE COOLERS, FREEZER AND PERIMETER DOORS LOCKED.
15. LOG OFF COMPUTER WHEN NOT IN USE
16. CONDUCT OFF HOUR CLEANING AND POWER WASHING AS ASSIGNED.
17. PERFORM OTHER RELATED DUTIES AS DESIGNATED BY THE SHERIFF.