

FOOD SERVICES CONSULTANT (CONTRACT MONITOR)

(Executive Service)

Grade 30

Monthly Salary: \$3,173 - \$5,077

Summary: Under general supervision of the Executive Administrative Assistant, which reports to the Deputy Commissioner of Operations, this position oversees and analyzes the performance of the Food Service contract vendor as it pertains to all aspects of the contract. This position will also administer the Department's contract compliance program in accordance with TDOC policy and procedure. Working knowledge of correctional food service operations is essential for this position. Frequent travel on a regular basis is required of this position between Central Office and each of the Department's facilities that provide food services. This position works closely with the Director of Food Services for compliance with policy and procedure and additional related tasks as directed are required in order to accomplish the mission and goals of the Department.

Distinguishing Features: The employee in this position evaluates the food service operations statewide and provides oversight and contract monitoring of contract for all food service operations in state facilities.

Primary Roles and Responsibilities:

- Act as liaison between TDOC and the contract vendor.
- Act as the Department's representative while interacting with the vendor while monitoring their compliance with the American Correctional Association (ACA).
- Review contract vendor's management file (s).
- Verify receipt of deliverables from the contractor.
- Evaluate the contractor's performance by utilization of a performance matrix for compliance.
- Submit requests to the Chief Financial Officer and contract administrator to process all amendments, renewals and termination of contract.
- Evaluate contractor performance upon completion of the initial contract term and prior to any renewals.
- Review of all files, records, and reports pertinent to the provision of food services.
- Review of food service levels, and administrative practices as specified in the contract.
- Review the Contractor's documentation to ensure compliance with contractual obligations.
- Review of the Contractor's Personnel Work Schedules, Time Sheets, Personnel Records, and Wage Forms to ensure compliance with staffing levels and contractual obligations.
- Conducts inspections and audits of food service operations statewide.
- Reviews inmate grievances and provides draft responses.

FOOD SERVICES CONSULTANT (CONTRACT MONITOR)

(Executive Service)

Grade 30

Monthly Salary: \$3,173 - \$5,077

- Assist in policy writing for food service related policies.
- Performs all other duties as assigned.

Minimum Qualifications:

Education and Experience:

- Minimum of five years of professional correctional food service experience.
- Minimum of five years of supervisory experience.
- Bachelor's degree in dietetics, nutrition, home economics (food) is preferred.
- Other combinations of education and experience may be considered.
- Serv Safe certified by the National Restaurant Association is required.

Special Requirements:

- Thorough knowledge of assigned program areas.
- Extensive knowledge of policies and procedures.
- Extensive knowledge of current contract and ability to interpret contract language.
- Above average ability to effectively communicate verbally and in writing.
- Ability to conduct research, comprehends, analyze, interpret and correlate technical material and make recommendations.
- Ability to plan and implement program initiatives and performance measures.
- Above average ability to recognize, analyze and formulate solutions to problems.
- Proficiency in the use of Microsoft Office programs such as Word, Excel, PowerPoint and Access without assistance.

Qualified candidates should send their resumes or direct any questions to Jesse Neely

(Jesse.Neely@tn.gov) or call 615-253-8143. Deadline for receipt of resumes is **Tuesday,**

March 8, 2016.