

Sisseton-Wahpeton Oyate

Job Description

Job Title: Food Service Worker

Purpose: Reports to the Lead Correctional Officer on duty. Food Service Workers perform large scale food production and food service operations in the SWO Detention Center.

Duties and Responsibilities include, but are not limited to the following:

1. Preparation of breakfast, lunch and dinner meals for inmates in the SWO Detention Center.
2. Perform a wide variety of food processing and cooking tasks to prepare regular and special diet entrees.
3. Ensures the proper procedures are used in the storage and handling of food.
4. Plan meal preparations and processes to ensure food is done on time and at the right temperature.
5. Ensures receipt, check or issuance of subsistence and on subsistence items, as well as the proper handling and storage of food.
6. Sets up food or drink serving stations, such as cafeteria lines, steam tables, side services stands, beverage service area and dining tables.
7. Loads and pushes tray carts throughout the facility and delivers meals, as needed.
8. Cleans dining room tables, food preparation areas, serving facilities, bathrooms and trash cans as scheduled or assigned.
9. Cleans food in preparation for cooking.
10. Washes and maintains food preparation equipment such as a dish machine, pot washers, tray conveyors, refrigerators, freezers or other comparable equipment and appliances.
11. Maintains accurate food inventories and rotate stock items to prevent spoilage.

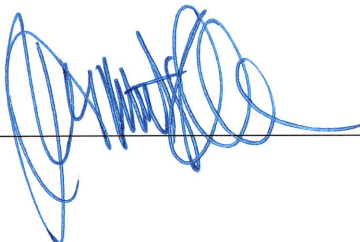
12. **Recording Keeping.** Maintains accurate records of inmate meals, as well as providing statistics of meals and food preparation for grant/funding purposes.
13. **Supervision.** Supervises volunteers and in the event of additional staffing, or inmate work programs will supervise staff.
14. May be required to work irregular hours depending on programming needs.
15. May interact with individuals with mental and emotional illnesses.
16. May be exposed to traumatic situations and graphic material.
17. Other reasonable duties and responsibilities as needed.

Knowledge, Skills and Abilities

1. Ability to perform the duties of food preparation and ordering without more than normal supervision.
2. Ability to use tools and maintain equipment.
3. Ability to properly handle food, food storage and equipment.
4. Ability to exhibit sound judgment, imagination, initiative and problem-solving.
5. Ability to establish and maintain effective working relationships with inmates, employees, peers, and superiors.
6. Ability to act effectively in emergency and stressful situations.
7. Ability to administer first aid.
8. Ability to continually stand and walk with frequent stooping, reaching, pushing, pulling and bending. Frequently lifts or moves objects weighing over 40 pounds.
9. Ability to perform in kitchen areas that can be often hot and noisy. Employee will be exposed to steam, fumes and odors from cooking to extreme temperature changes when entering walk-in refrigeration or freezing units. There is a danger of slipping on wet floors that have been recently mopped or where food has been spilled. Subject to possible cuts from knives, burns from steam, hot foods, stove, hot grease and water.
10. Ability to carry out duties with integrity and honesty.

Qualifications:

1. **Education.** High School diploma or equivalent.
2. **Experience.** At least one year of experience that included substantial involvement with a correctional program and provided a thorough knowledge of correctional techniques, or experience in meeting and dealing with people that demonstrated the ability to work effectively with inmates and associates in a correctional environment.
3. **Suitability, Clearance & Requirements.** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
4. **Driving Record Requirement.** A valid tribal and state-issued driver's license and safe driving history are required for this position and submit applicable forms required to meet this condition.
5. **Social Media Policy.** Employees shall refrain from posting about the SWO Detention Center. There is no expectation of privacy when posting job related material on personal social media profiles.
6. **Tribal Group Administrative Leave Dismissals.** Employees of the SWO Detention Center do not automatically receive tribal administrative leave dismissals, any and all administrative leave is approved on a case-by-case basis as determined by the Chief of Police.
7. All positions are subject to drug testing, medical examination, physical fitness testing and positive adjudication of a background investigation.

Approved  Date 6-13-25