



KITCHEN MANAGER

The Fulton County Sheriff's Office is seeking a skilled and dedicated Kitchen Manager to oversee food-service operations within our detention facilities. This role is essential to ensuring that all incarcerated individuals and staff receive safe, nutritious meals prepared in a secure, well-managed environment. The ideal candidate brings strong leadership, deep knowledge of institutional food service, and the ability to work effectively within a correctional setting.

KEY RESPONSIBILITIES

Operational Leadership

- Manage daily food-service operations, including meal preparation, portioning, and distribution.
- Ensure all meals meet nutritional, medical, and policy requirements.
- Manage inventory, conduct food and supply inventories to ensure proper stock levels and prevent waste.
- Maintain production records, temperature logs, inventory documentation, and other required reports.
- Oversee receiving, storage, and rotation of food and supplies.
- Monitor budget compliance and implement cost-control strategies.

Safety, Sanitation & Compliance

- Enforce food-safety standards, including HACCP, ServSafe, and local health-department regulations.
- Ensure high standards of cleanliness (HACCP) in all food service areas and proper maintenance of kitchen equipment.
- Maintain a sanitary and organized kitchen environment.
- Ensure compliance with detention-facility policies and accreditation standards (ACA, NCCHC, PREA).
- Coordinate with inspectors and regulatory agencies during audits and reviews.

Security & Inmate Worker Supervision

- Maintain a secure kitchen environment in coordination with detention staff.
- Maintain strict adherence to safety and security policies, ensuring all tools and food items are secure and in compliance with correctional standards.
- Direct, instruct, and mentor inmate work crews in cooking, baking, equipment use, tray line, and sanitation procedures.
- Monitor inmate behavior and report rule violations.
- Maintain accurate records for inmate worker assignments.

Staff Management

- Recruit, train, schedule, and supervise civilian kitchen staff.
- Conduct performance evaluations and provide coaching and development.
- Ensure adequate staffing for all shifts and meal periods.
- Foster a professional, safety-focused work culture.

Menu Planning & Nutrition

- Develop menus that meet nutritional guidelines and budget constraints.
- Plan, coordinate, and supervise the preparation of nutritious, cost-effective meals for inmates and staff.
- Coordinate with medical staff to accommodate special diets.
- Adjust menus based on supply availability and seasonal considerations.

Equipment & Facility Oversight

- Ensure proper use, cleaning, and maintenance of kitchen equipment.
- Coordinate repairs and preventive maintenance with facility staff or vendors.
- Support fire-safety and emergency-preparedness procedures.

Administrative Duties

- Prepare operational reports and incident documentation.
- Participate in inspections, audits, and accreditation processes.
- Assist with vendor and contract management when applicable.
- Maintain accurate inventory and purchasing records.

QUALIFICATIONS

- Five or more years of experience in large-scale corrections institutional food-service operation.
- Degree in culinary arts, nutrition, food-service management, or related field.
- Advanced culinary training, Certified Dietary Manager (CDM), or Certified Food Protection Professional (CFPP) is highly preferred.
- Certifications in food safety, such as ServeSafe Manager.
- Strong knowledge of food safety regulations (e.g., ServeSafe), sanitation standards, and kitchen equipment operation.
- Experience supervising inmate labor or working directly with justice-involved populations.
- Demonstrated ability to manage multi-site or high-volume food-service operations.
- Familiarity with inventory-management software, food-service management systems, or jail management systems.
- Experience with preventive maintenance planning for commercial kitchen equipment.
- Strong communication, organizational, and inventory management skills.
- Experience with menu planning, and budgeting.
- Knowledge of ACA, NCCHC, and PREA standards as they relate to food service and inmate supervision.
- Strong background in workplace safety, OSHA compliance, and risk-mitigation practices.
- Experience with procurement, vendor management, and contract compliance.

WORKING CONDITIONS

- High-volume kitchen environment inside a secure detention facility.
- Exposure to heat, cold, cleaning chemicals, and industrial equipment.
- Frequent standing, lifting, bending, and carrying up to 50 lbs.
- Requires flexibility for early mornings, weekends, holidays, and emergency situations.

APPLICATION PROCESS

Interested applicants should submit a completed application and any relevant certifications through the County's hiring portal. Selected candidates will be required to pass a background investigation, drug screening, and security clearance process.

APPLY HERE: <https://www.governmentjobs.com/careers/fulton/jobs/5224281/kitchen-manager-mpa3>