

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-211-2183-VAR		MCR / HCR 1
DIVISION / UNIT Food Services		CLASSIFICATION TITLE Correctional Supervising Cook, Correctional Facility		
		WORKING TITLE Correctional Supervising Cook, Correctional Facility		
		TIME BASE / TENURE Perm/ FT	CBID U15	WWG 2
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2023
CDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Supervising Correctional Cook, the Correctional Supervising Cook (CSC) is responsible for training inmate workers, and/or staff in proper food preparation techniques, food service operations and job safety to implement the feeding program.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
40%	Supervise, instruct and train inmate workers in the various areas of food service, including, but not limited to: cook-chill, re-thermalization and distribution; planning menus; determining the amount of food to be prepared; ensuring compliance with standardized CDCR menus and recipes; serving meals in a timely manner; maintaining a clean and sanitary work area; proper use/maintenance of culinary equipment, utensils and supplies.			
35%	Supervise the conduct of inmates and maintain the safety of persons and property; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspect premises and search inmates for contraband; weapons and/or illegal drugs. The CSC must also communicate with the custody staff to ensure safety and security is maintained in an orderly manner.			
15%	Responsible for evaluating the inmate workers performance; preparing and submitting inmate time cards. Prepare accident, disciplinary and supervisory reports and take or recommend appropriate action as necessary.			

394-211-2183-VAR

- 5% Adhere to all rules and regulations set forth in the institutional procedures and Director’s Rules; attend 40 hours of In-Service-Training annually, and On-the-Job Training as necessary. **Note:** Employees must read and sign the Post Order that details the duties specific to their Post Assignment. Other duties as required
- 5% Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- **Knowledge of:** Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas; food handling sanitation (Hazard Analysis Critical Control Point Programs); food values as well as nutritional and economical substitutions within food groups; principles of effective supervision; food accounting; use of purchase orders for food and equipment; training methods and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- **Ability to:** Plan palatable and adequate menus; plan, organize, and direct the work of others; keep records; prepare reports and memorandums; communicate at a level required for successful job performance; keep inventories and make requisitions; use appropriate equipment; judge food quality; determine food quantities necessary for groups of varying sizes; prepare and cook all food groups; direct the preparation and distribution of special diets; plan food production to schedule; plan and conduct in-service training programs; and analyze situations accurately and take effective action and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
- **Special Personal Characteristics:** Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.
- **Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and wards. Assignments while on duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
- **COMMENTS:** Work hours are varied. Regular days off vary. Shifts may exceed eight hours based on operational need. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE’S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
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SUPERVISOR’S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

394-211-2183-VAR

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE