

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Salinas Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 936-211-2183-XXX		MCR / HCR
DIVISION / UNIT Business Services / Food Services		CLASSIFICATION TITLE Correctional Supervising Cook, CF		
		WORKING TITLE Correctional Supervising Cook, CF		
		TIME BASE / TENURE PFT	CBID R15	WWG 2
LOCATION Salinas Valley State Prison / Food Services		INCUMBENT		EFFECTIVE DATE October 1, 2022

CDCR'S MISSION and VISION

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervising Correctional Cook, plan, organize, supervise, and assist in the preparation, cooking, and serving of food; supervise the maintenance of Culinary equipment, supplies, and work; instruct and enforce proper safety standards; maintain order and supervise the conduct of inmates; protect and maintain the safety of persons and property; do other work as required.

% 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%	Directly supervises assigned inmate workers, provides initial and follow-up training for inmate workers weekly, maintains inventories of food and supplies also maintains security in his or her area of responsibility. Prepares inmate disciplinary reports as needed. Checks food and non-food items to ensure that the correct items were delivered, stored and served at the right temperature according to the Hazardous Analysis Critical Control Point procedure and at sufficient quantities to feed the inmate population in order to avoid stoppages in the feeding program. Ensure no food is stolen or misused. Ensure that approved food or a substitute as authorized by the Food Manager or designee is served every meal. Supervises and trains inmate cooks weekly in proper food handling techniques, portion control, and storage of all food and non-food items and proper usage and maintenance of equipment utilized in his/her work area..
20%	Receives, stores and rotates food and supplies from the Central Kitchen and Warehouse. Inventories storage levels of food, supplies and chemicals in the storerooms and refrigerated storage. Ensures that all items are utilized as required. Inspects stock for quality and usage. Monitors equipment, refrigeration, safety, security and sanitation in area of assignment and surrounding areas. Attends In-Service Training and received on the job training.

936-211-2183-XXX

EMPLOYEE'S NAME (Print)

20%	Work schedules may vary according to voluntary and involuntary overtime based on Institutional needs incumbent may be redirect when needed.
10%	Prepares daily meal log book, meal sample reports, temperature log book and food usage sheets. Provides safety and operational training for inmate workers. Prepares daily time cards and time sheets for assigned inmate workers. Assigns inmate pay numbers monitors and evaluates inmate performance. Prepares inmate disciplinary reports and counseling chronos.
5%	Responsible for accurately signing-in and signing-out daily sign in/out sheets, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A and submit by due date.
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

- 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

- Example: 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 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*
- *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
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