

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-211-2183-008		MCR / HCR 1
DIVISION / UNIT  Business Services Division Food Service Department		CLASSIFICATION TITLE Correctional Supervising Cook (CF)		
		WORKING TITLE Correctional Supervising Cook (CF)		
		TIME BASE / TENURE U15	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 1/1/2024	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs .</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under direction, in the Department of Corrections and Rehabilitation, either (1) in a small State correctional culinary program, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, to have charge of a shift and to supervise and assist with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, to supervise a large crew in the preparation, cooking, and serving of food to residents and employees; to supervise the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervising Correctional Cook (DOC), the Correctional Supervising Cook (DOC) is responsible for the following duties:				
<b>% of time performing duties</b>	<b>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.</b>			
40%	Supervises inmates in the re-thermalization of food items for the meal. Food is cooked at the appropriate temperature and for the designated time. Follows HACCP guidelines and monitors the Critical Control Points (CCP) to ensure food safety. Trains inmates on the safe and sanitary handling of food. Secures rations to prevent theft. Completes HACCP documentation.			
15%	Receives food items from the Central Kitchen. Supervises inmates in the off-loading of food items. Monitors the transport of food to the refrigerator/freezer or storage area to prevent theft. Checks the food count for accuracy. Signs for rations. Instruct inmates on safety practices.			
25%	Supervises inmates in the cleaning and sanitation of food equipment after each meal. Follows the cleaning schedule. Instructs/trains inmates on the use of equipment and chemicals. Maintains equipment in working condition. Reports equipment failures to their supervisor.			

**030-211-2183-008**

15%	Supervises inmates on the serving of food, on portion control, and on the use of appropriate serving utensils. Ensures that a sample tray is kept for each meal. Maintains safe and sanitary food handling practices and maintains food at the designated temperature. Documentation in Daily Log Book.
05%	Participates in appropriate I.S.T. Enforces CDC, RJDCF. and Food Services policies and procedures. Performs other related duties as required.
<p>This position has direct and primary supervision of inmate workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, submitting time-cards and pay sheets, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If inmates fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the inmate’s location. The incumbent will conduct random and unscheduled inspections of inmate work areas for potential escape material and contraband. 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.</p>	

**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**

- 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

**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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<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs .</p>				
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<b>% of time performing duties</b>	<b>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.</b>			
40%	Supervises inmates in the re-thermalization of food items for the meal. Food is cooked at the appropriate temperature and for the designated time. Follows HACCP guidelines and monitors the Critical Control Points (CCP) to ensure food safety. Trains inmates on the safe and sanitary handling of food. Secures rations to prevent theft. Completes HACCP documentation.			
15%	Receives food items from the Central Kitchen. Supervises inmates in the off-loading of food items. Monitors the transport of food to the refrigerator/freezer or storage area to prevent theft. Checks the food count for accuracy. Signs for rations. Instruct inmates on safety practices.			
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**030-211-2183-023**

15%	Supervises inmates on the serving of food, on portion control, and on the use of appropriate serving utensils. Ensures that a sample tray is kept for each meal. Maintains safe and sanitary food handling practices and maintains food at the designated temperature. Documentation in Daily Log Book.
05%	Participates in appropriate I.S.T. Enforces CDC, RJDCF. and Food Services policies and procedures. Performs other related duties as required.
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