



## DUTY STATEMENT

<b>Classification:</b> Correctional Supervising Cook, CF <b>Position Number:</b> 095-211-2183-XXX	
<b>Division/Office/Section:</b> Business Services/Food Service	
<b>Location:</b> California State Prison, San Quentin	<b>Supervisory Position:</b> No
<b>Collective Bargaining Identifier (CBID):</b> U15	

### POSITION DESCRIPTION

Under direction of the Supervising Correctional Cook, this position may be assigned to the following areas: Sandwich Room, Butcher Shop, Main Kitchen, or Warehouse. Duties include, but are not limited to the following:

### ESSENTIAL FUNCTIONS

- 40%** Instruct, lead, and supervise inmate workers in the preparation and cooking of food items per the menu for the day.
- 20%** Maintain security of food preparation area to ensure minimization of theft. Supervise clean-up of immediate area of responsibility and other areas as needed.
- 15%** Dispense food items to custody staff for various units as they arrive. Establish count requirements for various units for accurate distribution of food items according to population needs. Supervise the computation and issuance of utensil requirements and portion control sheets. Supervise serving of food items to ensure adequate supply of food to fulfill population requirements.
- 15%** Secure area prior to start of shift. Refer to menu for items needed for the day's meal. Withdraw needed supplies for menu items. Set up preparation area for meal. Make necessary communication with units to secure inmate workers to assigned area. Prepare inmate assignment area and sheet; give instruction and training in delegating inmate responsibility according to required tasks.
- 5%** Supervise the maintenance of culinary equipment, supplies, and work areas. Prepare behavioral documentation. Prepare work incentive program cards and reports. Prepare and submit pay cards and other documentation. May serve as a back-up for a Supervising Correctional Cook and may act in their absence.
- 5%** Attends all other training, meetings, and seminars as needed or required. Performs other duties as needed or required.

**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 Physical Characteristics:** Persons appointed to positions in this class series 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 inmates.

Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**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.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday  
Frequently: Involves 1/3 to 2/3 of workday  
Occasionally: Involves 1/3 or less of workday  
N/A: Activity or condition is not applicable

**Standing:** Constantly - to supervise the preparation and serving of food; supervise the sanitation of equipment and cooking utensils/appliances;

**Walking:** Occasionally - to deliver food carts to lock up units, inspect dining halls, or confer with other staff.

**Sitting:** Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

**Lifting:** Frequently - to move cases of food/supplies, paperwork, files, binders and office supplies weighing up to forty pounds.

**Carrying:** Occasionally - to move the above noted items short distances within the office.

**Bending/Stooping:** Occasionally - to access utensils/equipment under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

**Reaching in Front of Body:** Frequently - to access utensils/equipment, a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

**Reaching Overhead:** Occasionally – to access utensils/equipment, retrieve files from the top shelves of a five-shelf vertical file.

**Climbing:** To utilize stairs

**Balancing:** To maneuver the uneven terrain in and around the institution.

**Pushing/Pulling:** Occasionally - to open and close drawers and binders, to deliver food carts to lock up units.

**Kneeling/Crouching:** N/A.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - to sort through paper, operate a computer and ten-key, and write notes.

**Hand/Wrist Movement:** Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

**Driving Cars/Trucks/Forklifts or Other Moving Equipment:** N/A

**Hearing/Speech:** Occasionally - to communicate with co-workers and by telephone.

**Sight:** Constantly - to access a computer, read, review and generate paperwork.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Telephone, electric typewriter, personal computer, printer, 10-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

**COMMENTS:** Work hours vary to accommodate institutional need.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

**Sexual Harassment Policy:**

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010. Initial: \_\_\_\_\_

**Code of Conduct:**

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: \_\_\_\_\_

**Incompatible Activities:**

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: \_\_\_\_\_

**Nepotism/Fraternization Policy:**

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: \_\_\_\_\_

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE