

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-211-2183-xxx			
DIVISION / UNIT CMF / Business Services / Food Services		CLASSIFICATION TITLE Correctional Supervising Cook, CF			
		WORKING TITLE Correctional Supervising Cook, CF			
		TIME BASE / TENURE PT/P	CBID U15	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Solano County		INCUMBENT		EFFECTIVE DATE	
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					
<p>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.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Correctional Supervising Cook, CF is responsible for practices, policies and procedures of the Food Services established by the Department.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of a Supervising Correctional Cook (SCC), supervise and instruct inmate cook crews in preparation, cooking and serving of meals following the weekly menu and standardized cooking recipes. Supervise the preparation of sack lunches, fresh fruits, and vegetables for cooking and serving, maintain good sanitary standards of the kitchen and its equipment. Complete requisitions reports, refrigerator temperatures and log sheets as required. Maintain security of doors to kitchen at all times. Ensure that all kitchen policies and procedures are enforced and followed by inmates under your supervision. Perform other related functions and duties as directed by the SCC's, Assistant Correctional Food Manager or Correctional Food Manager.					
% 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.			
35%		Supervise an inmate work crew in the preparation, cooking and serving of meals to the inmate population. Inspect all culinary workers in regard to personal cleanliness. Ensure that the appropriate quantities of foods are prepared with attention to quality and appearance.			
30%		Maintain proper cleanliness and sanitation of the entire culinary area; and ensure the proper maintenance and repair is kept on all equipment; keep a daily temperature log on all refrigeration areas and ensure that all foods are properly stored in accordance with State Law.			
25%		Timekeeping for assigned inmate workers, following the CCR Title 15 IWTP procedures. Maintain all records pertinent to the operation of the culinary. Adhere to all CDCR guidelines along with the Title 15 in regard to			

disciplinary and corrective actions necessary to ensure safety and security and to maintain order of the inmate crew.

5% Maintain MSDS on all chemicals and train inmate crew in the proper handling of all chemicals in accordance with the Codes of Safe Practices for equipment and chemicals.

5% Attend in/out service training and perform other job related duties as required.

Knowledge and Abilities:

Knowledge of: development of therapeutic diets.

General knowledge of the principles and practices of dietetics and nutrition.

General knowledge of nutrition and dietetics as applied to health care and disease.

General knowledge of nutritional reference sources.

General knowledge of human anatomy and physiology as related to nutrition.

General knowledge of the effects of medications and other treatment modalities on diet, ability to eat, and nutritional status.

General knowledge of JCAHO and institution standards of patient care.

General knowledge of medical terminology.

General knowledge of food service systems.

Ability to: observe and interview patients to obtain needed information.

Educate and counseling patients regarding proper nutrition, food selection and preparation.

Reading and interpret physician's orders and verifying appropriate diet.

Chart nutritional consults and/or nutritional care of patient.

Interpret laboratory data to develop nutritional assessments.

Communicate with medical and nursing care staff, patients, and families.

Function on the treatment team as consultant on nutritional care of patient.

Develop nutritional care manuals and educational or informational information.

Interpret and apply research information to existing dietetic programs.

Some positions in this class may require one or more of the following:

Skill in applying the principles and practices of renal dietetics.

The following is a definition of 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 a workday

Occasionally: Involves 1/3 or less of a workday

N/A: Activity or condition is not applicable

Standing: Occasionally stands for periods of time.

Walking: Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally – lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

Carrying: Occasionally – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Occasionally – stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

Reaching in Front of Body: Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Occasionally – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally – balances when using the step stool, stairs or lifts.

Pushing/Pulling: Occasionally – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: N/A

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

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

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

GENERAL POST ORDER ADDENDUM

General requirements: Inmates/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- Measures to ensure effective communication (see below);
- Housing accommodations such as wheelchair accessible cells, medical beds for inmates/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- Health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids;
- Work rules that allow the inmate/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of inmates' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify inmates/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communications with developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the inmates/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the inmates/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the inmate/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the inmate/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the inmates/patients' primary or only means of communication. An interpreter need not be provided in an inmate/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about inmates/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All inmates/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in DECS and their central and medical files. All staff making housing determinations shall ensure that inmates/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any inmate/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that inmate/patient, or (b) documented safety or security concerns regarding that inmate/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the inmate/patient's needs.

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
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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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