

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Substance Abuse Treatment Facility and State Prison at Corcoran (CSATF/SP)	POSITION NUMBER (Agency-Unit-Class-Serial) 587-211-2183-VAR		MCR / HCR 1
DIVISION / UNIT Division of Adult Institutions / Business Services – Food Services Department	CLASSIFICATION TITLE Correctional Supervising Cook (DOC)		
	WORKING TITLE Correctional Supervising Cook		
	TIME BASE / TENURE FT/P	CBID U15	WWG 2
LOCATION 900 Quebec Avenue Corcoran, CA 93212	INCUMBENT		EFFECTIVE DATE January 1, 2024

CDCR'S MISSION and VISION

Mission

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.

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

The California Department of Corrections and Rehabilitation (CDCR) is committed to supplying the inmates with a wholesome, nutritious, and adequate diet, with flavor, texture, appearance, and palatability taken into consideration. Recommended daily allowances as established by the Food and Nutrition Board of the National Research Council are authoritative in setting levels of nutrition.

GENERAL STATEMENT

Under the direction of the Supervising Correctional Cook (SCC), the Correctional Supervising Cook (CSC) will supervise and direct inmate laborers in the preparation and service of food for the inmate population.

% 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%	Plan, organize, direct, and evaluate the work and performance of inmate laborers assigned to the food service operations in the central and satellite kitchens; ensures proper food preparation and food handling techniques are enforced, monitors temperature and portion controls and assures proper quantity, quality, and acceptable appearance of all food items prepared, responsible for ordering and receiving supplies, stock rotation and daily/perpetual inventories, supervises the distribution of box lunches and special/religious diets. Verifies inmate's religious diet cards and documents meal collection.
35%	Meet with the SCC on a daily basis to discuss problems and areas of concern, prepare daily production schedules, review shortages/overages, address menu changes and special assignments, completes daily paperwork, daily satellite reports, tags and labels, maintains food safety through hazard analysis of critical control points (HACCP) and documents food temperatures throughout the cooking, cooling, and

	<p>serving process, oversees sanitation efforts and ensures equipment maintenance and work order requests are submitted timely. Assists with fact gathering for grievances, author's inmate work incentive reports and enters inmate timekeeping in SOMS for inmates assigned to the kitchens.</p>
15%	<p>Meet daily with the inmate laborers to discuss menus, menu changes, special diets, and religious diet preparation and work assignments. Provide training in culinary techniques, food safety, and meal preparation for inmate laborers. Provides documented safety and operational training weekly. Monitor, evaluate, and create written performance appraisals of inmate laborers. Counsel inmates and initiate disciplinary actions as necessary. Maintains order and prevents escape and damage to state property, conducts random searches of work areas for contraband, promotes and enforces safety rules and regulations.</p>
10%	<p>Prepares reports, both written and oral, attends annual In-Service Training (IST), completes On-the-Job (OJT) and LMS training as assigned, and attends weekly safety and operational training classes.</p>
5%	<p>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. Performs other job related duties as appropriate for the classification as needed.</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