## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

X CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
	tance Abuse Treatment Facility and State	587-211-2183-VAR			1
Prison at Corcoran (CSATF/SP)					
DIVISION / UNIT		CLASSIFICATION T			
			Supervising Coo	K (DOC)	
Division of Adv	It Institutions / Dusiness Convises Food	WORKING TITLE			
Division of Adult Institutions / Business Services – Food		Correctional Supervising Cook TIME BASE / CBID WWG COI			
Services Depar	tment	TENURE	CBID	vv vvG	COI
		FT/P	U15	2	Yes 🗌 No 🛛
LOCATION		INCUMBENT	010	EFFECTI	
900 Quebec Avenue Corcoran, CA 93212		January 1, 2024			
CDCR'S MISSION					<u> </u>
Mission					
	e successful reintegration of the individuals ir	our care back t	to their commu	nities equipped	with the tools
	e, healthy, and employable members of so				
-	tice programs, all in a safe and humane envir			ireatinent, rent	
restorative just	tice programs, an in a safe and numate envir	onnent.			
Vision					
					unt and anti-
	ublic safety and promote successful commu		on through eau	cation, treatme	ent, and active
· ·	rehabilitative and restorative justice progra	ms.			
	TO DIVERSITY, EQUITY, AND INCLUSION				<u> </u>
	Department of Corrections and Rehabilitati				
	ommitted to building and fostering a diver	•		•	-
	erspectives, and unique identities should be				
be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
se emporreree	a. CDChy certes are produito toster inclusion	and representa	tion at all level	s of both Depar	tments.
	· · · ·		tion at all level	s of both Depar	tments.
DIVISION OVER	VIEW				
DIVISION OVER The California	VIEW Department of Corrections and Rehabilitat	ion (CDCR) is a	committed to s	upplying the ir	mates with a
DIVISION OVER The California wholesome, nu	VIEW Department of Corrections and Rehabilitat utritious, and adequate diet, with flavor, tex	ion (CDCR) is o ture, appearan	committed to s ce, and palatab	upplying the ir ility taken into a	mates with a consideration.
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DIVISION OVERN The California wholesome, nu Recommended authoritative in GENERAL STATE Under the dire and direct inm % of time performing duties 35%	VIEW Department of Corrections and Rehabilitat utritious, and adequate diet, with flavor, texit d daily allowances as established by the Food n setting levels of nutrition.  MENT ction of the Supervising Correctional Cook (S ate laborers in the preparation and service o Indicate the duties and responsibilities assigned to the po same percentage with the highest percentage first.  Plan, organize, direct, and evaluate the wor service operations in the central and sate handling techniques are enforced, monite quantity, quality, and acceptable appearan receiving supplies, stock rotation and dail lunches and special/religious diets. Verifies Meet with the SCC on a daily basis to discu schedules, review shortages/overages, add	ion (CDCR) is of ture, appearance d and Nutrition SCC), the Corre f food for the in sition and the percent rk and perform cellite kitchens; ors temperatur ince of all food in y/perpetual invi- inmate's religion ss problems an ress menu chan d labels, maint	committed to so ce, and palatab Board of the N ctional Supervision tage of time spent of ance of inmate ensures prope e and portion tems prepared, ventories, supe us diet cards ar d areas of conco ges and special ains food safet	supplying the in ility taken into o lational Research sing Cook (CSC) on. on each. Group relate laborers assign r food preparation controls and a responsible for rvises the distri- ind documents me ern, prepare da assignments, co y through haza	will supervise will supervise ed tasks under the ed to the food tion and food ssures proper r ordering and bution of box leal collection. ily production pompletes daily analysis of

	serving process, oversees sanitation efforts and ensures equipment maintenance and work orde requests are submitted timely. Assists with fact gathering for grievances, author's inmate worl incentive reports and enters inmate timekeeping in SOMS for inmates assigned to the kitchens.					
15%	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.					
10%	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.					
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. Performs other job related duties as appropriate for the classification as needed.					
SPECIAL REQUIR	REMENTS					
<ul> <li>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.</li> </ul>						
inmate						
inmate CONSEQUENCE						
CONSEQUENCE Consec delays	<b>OF ERROR</b> quences of error may result in loss of can result in inefficient use or mis	of time and could cause significant delays in prog sdirection of department resources resulting in g degrees of negative financial impacts to the de	the inability to meet			
CONSEQUENCE Consec delays	OF ERROR quences of error may result in loss of can result in inefficient use or min ncy and time line goals, and varying	sdirection of department resources resulting in	the inability to meet			
CONSEQUENCE Consec delays	OF ERROR quences of error may result in loss of can result in inefficient use or min ncy and time line goals, and varying To be reviewed and s	sdirection of department resources resulting in g degrees of negative financial impacts to the de	the inability to meet			
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CONSEQUENCE • Consec delays efficien EMPLOYEE'S STATER	OF ERROR quences of error may result in loss of can result in inefficient use or min ncy and time line goals, and varying <b>To be reviewed and s</b> MENT: ISCUSSED THE DUTIES AND RESPONSIBILITIES OF	sdirection of department resources resulting in g degrees of negative financial impacts to the de signed by the supervisor and employee:	the inability to meet partment.			
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CONSEQUENCE • Consec delays efficien • I HAVE DI EMPLOYEE'S NAME SUPERVISOR'S STATE • I CERTIFY	OF ERROR quences of error may result in loss of can result in inefficient use or min ncy and time line goals, and varying <b>To be reviewed and s</b> <b>To be reviewed</b>	sdirection of department resources resulting in g degrees of negative financial impacts to the de signed by the supervisor and employee: F THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF EMPLOYEE'S SIGNATURE	the inability to meet partment. THIS DUTY STATEMENT. DATE THIS POSITION			