

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-211-5480-XXX		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions/Food Services		CLASSIFICATION TITLE Supervising Correctional Cook, D.O.C.			
		WORKING TITLE Supervising Correctional Cook, D.O.C.			
		TIME BASE / TENURE LT/FT	CBID S15	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		WORK DAYS: 5 EIGHT HOUR SHIFTS		RDO's: VARIES	
		WORK HOURS: VARIES			
LOCATION Delano, CA		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					
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					
Under the general direction of the Assistant Correctional Food Manager, D.O.C. (ACFM), the Supervising Correctional Cook, D.O.C. (SCC) supervises and directs up to thirty (30) Correctional Supervising Cooks, C.F. (CSC) assigned to the kitchens in the ordering, receiving, storage, production, blast chilling, re-thermalization, sack lunch production and distribution of food for inmate consumption.					
GENERAL STATEMENT					
Responsible to order food and supplies for the Central Kitchen and Reception Center Kitchen operations. Responsible to monitor all activities in the Central Kitchen, Reception Center Kitchen, Facility M Kitchen, and Facility A Kitchen. Coordinates activities with other SCC's and Food Service Sergeants.					
% 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.			
30%		DUTIES: Supervises and directs CSC's assigned to the Central, Reception Center, Facility M, and Facility A Kitchens. Oversees and directs the vegetable/storeroom, mainline production, blast chill, sack lunch production, re-thermalization, and distribution operations. Supervises and directs the CSC's in the operation of the institutional bakery.			
25%		Reviews inventory storage levels and usage of food and supplies. Prepares requisitions for food and supplies from the Warehouse. Ensures that all items are utilized as required. Inspects stock for quality and usage.			
20%		Prepares reports, both written and oral. Prepares daily, weekly and monthly production schedules. Assists the Correctional Food Manager II, D.O.C. and the ACFM in the preparation of quarterly food orders and weekly menus.			
15%		Monitors and evaluates performance of subordinate staff. Provides documented On-the-Job Training (OJT) and identifies In Service Training (IST) classes for staff. Provides safety, sanitation and operational training to staff assigned to the kitchens.			

10%

Reviews Inmate Work Incentive records and reports. Monitors daily time cards and time sheets for inmates assigned to the kitchens. Monitors equipment, refrigeration, safety and security in all kitchens. Conducts daily safety and sanitation inspections of the kitchens. Attend annual In-Service Training classes, obtain On-Job training, and attend mandatory safety training.

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 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: _____

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

- Example: 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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