

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-211-2183-VAR		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/ FOOD SERVICES		CLASSIFICATION TITLE CORRECTIONAL SUPERVISING COOK, CF		
		WORKING TITLE CORRECTIONAL SUPERVISING COOK		
		TIME BASE / TENURE LIMITED TERM/ FULL TIME	CBID R15	WWG 2
LOCATION WASCO	INCUMBENT		EFFECTIVE DATE	

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Correctional Supervising Cook maintains inmate time cards in Strategic Offender Management System (SOMS). Follows the Institutional Workers Supervision Pay (IWSP) guidelines and procedures. Responsible for ensuring proper quantity, quality and acceptable appearance of food items. Maintains all standards set forth in the Food Service Handbook, Departmental Operations Manual (DOM), Title 15 and California Retail Codes.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervising Correctional Cook, the Correctional Supervising Cook supervises and directs inmate worker 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%	Supervises and directs inmate workers in the preparation and re-thermalization of food items. Ensures the proper food preparations and handling techniques are utilized. Monitors temperature and quality of food items. Maintain inmate time cards. Follows the Institutional Workers Supervision Pay (IWSP) guidelines and procedures per Operational Procedure, WSP-124.
25%	Supervises and directs inmate workers in the preparation and distribution of all meals. Receives, stores and rotates food and supplies from the Central Kitchen and Warehouse.
20%	Monitors equipment, refrigeration, safety, security and sanitation in area of assignment and surrounding areas. Inventories storage levels of food and supplies in the storerooms and refrigerated storage. Ensures that all items are utilized as required. Inspects stock for quality and usage.
15%	Provides safety and operation training for inmate workers. Maintains Inmate Work Incentive records and reports. Prepares daily time cards and time sheets for assigned inmate workers. Assigns inmate pay numbers, monitors and evaluates inmate performance. Prepares inmate disciplinary reports and counseling chronos.

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. Attends In-Service Training classes and receives On the Job Training.

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