

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 444-211-2183-xxx		MCR / HCR
DIVISION / UNIT Division of Adult Institutions / Facility Operations		CLASSIFICATION TITLE Correctional Supervising Cook		
		WORKING TITLE Correctional Supervising Cook		
		TIME BASE / TENURE FT / Perm	CBID R15	WWG 2
LOCATION Blythe, California		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				
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.				
GENERAL STATEMENT				
Under the direction of the Supervising Correctional Cook (SCC), in a large correctional culinary program, the Correctional Supervising Cook (CSC) is responsible for the supervision of an inmate crew, the rethermalization of all cooked and uncooked food items served and the sanitation and safety of the work area. Although you are a relief CSC, this does not relieve your duties and responsibilities at any time. Works closely with Central Kitchen to arrange for all food items as prescribed by the authorized menu and menu changes.				
% 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%		Ensures and oversees the rethermalization food received from the blast-chill system for all cooked and uncooked food items served at XX-Facility. Ensures proper food handling including heating times, temperature controls and documentation. Supervises and trains inmate crew in proper rethermalization procedures, storage procedures, and use of equipment. Maintains discipline and control of inmates in the work area.		
25%		Ensures and oversees proper food handling, packaging, and storage. Supervises and trains inmate crew in proper procedures and conducts weekly safety meetings. Maintains inventory control of food items on hand in the preparation and rethermalization area.		
20%		Performs daily inspections of the work area and receives food items for rethermalization processing. Supervises and trains inmate crew in the proper sanitation of the work area and equipment.		
15%		Maintains control of tools used in the work area. Maintains proper records and completes inmate time cards daily. Prepares documentation on discipline or incidents as required. Reviews plans for food production on the following day and orders necessary supplies. Prepares work orders and tracks preventative maintenance.		

5%	Attends a minimum of 40 hours of In-Service Training (IST) annually. Fills in for absent Correctional Supervising Cooks in other assignments as required. Performs hands-on food processing when inmate labor is not available.
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.

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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