

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-211-2183-XXX		MCR / HCR 1
DIVISION / UNIT Food Services Correctional Supervising Cooks are subject to work weekend and holidays and may require overtime as needed to fill vacant posted positions.		CLASSIFICATION TITLE Correctional Supervising Cook		
		WORKING TITLE CSC		
		TIME BASE / TENURE LT/FT	CBID U15	WWG 2
LOCATION 300 Prison Rd Represa, CA 95671		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>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.</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				
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.				
GENERAL STATEMENT				
Under direct supervision of the Supervising Correctional Cook (SCC), the Correctional Supervising Cook (CSC) is responsible for preparing the breakfast/dinner meal, monitoring portion control, safeguarding sanitation levels and food temperatures. He/she receives and stores in the appropriate location food and supplies for all Religious Diet Programs. He/she holds and serves meals for inmates on the Religious Diet Programs. He/she ensures the meal is presented in an appropriate manner at the dining room. He/she applies the principles of preventative food safety and sanitation in regards to the disposition of leftover foodstuffs. He/she is responsible for the proper cleaning and sanitization of the kitchen, dining room and scullery after the meal has been served. Upon completion of breakfast cleaning, duties include preparation of sack lunches, preparation for the next day's meals and beginning production for the dinner meal. Post orders are reviewed and signed by staff monthly for each position assigned.				
% 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 pantry operations. Assigns inmate workers, requisitions necessary tools, receives food products from the Storeroom Supervisor, prepares food for the meal, and supervises serving of the meal. Ensures proper disposition of tools and leftover foodstuffs. Makes necessary preparations for future meals.			
30%	Supervises and trains inmate workers assigned to the pantry. Supervises sanitation procedures, food preparation, portion control, and quality control. Ensures that all food products are maintained at the proper temperatures mandated by cook-chill operational procedures and all equipment is cleaned properly.			

10%	Maintains security in the Pantry, tool control of assigned tools, prevents theft, controls inmate movement, controls gate access, and escorts necessary food carts. Coordinates pantry and dining room security with the Correctional Officer assigned to the dining room.
10%	Maintains inventories of food allotted to the pantry. Coordinates food shortages with the Supervising Correctional Cook, Pantry Supervisor and Storeroom Supervisor.
5%	Maintains time cards following the Inmate Work Incentive Program. Prepares required reports.
5%	Performs other duties as directed by the Supervising Correctional Cook.
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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