

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services - Dietary		CLASSIFICATION TITLE Food Administrator II, Correctional Facility				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of the Correctional Health Services Administrator I/II, the Food Administrator II, CF plans, organizes, and directs all food service and dietary activities in a large correctional facility health care program serving 3 meals a day to a minimum of 500 residents. The Food Administrator II, CF works with clinical personnel on nutrition assessments, needs, dietary interventions and strategies, and plans dietary menus per clinical instruction. The Food Administrator II, CF develops, interprets, and applies standards and procedures governing the operation of the food service department; plans menus, estimates food requirements, and directs the preparation and service of food in accordance with the State food control system; inspects food facilities for compliance with sanitary, safety, and housekeeping standards; and plans and conducts In-Service Training programs for food service staff. Maintains order and supervises the conduct of the incarcerated and protects and maintains the safety of persons and property.						
% 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. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
35%	Develops, interprets, and applies standards and procedures governing the operation of the food service department; plans menus, estimates food requirements, and directs the preparation and service of food in accordance with the State food control system; and inspects food facilities for compliance with sanitary, safety, and housekeeping standards. Maintains and coordinates updated information for the medical diet manual including nutrition analysis. Acts as liaison and continuously coordinates with medical and nursing staff and institutional food service management.					
30%	Selects, trains, and evaluates Dietary Services staff and oversees the In-Service Training (IST) programs. Provides support, direction, training, and supervision to the Registered Dietitians. Provides support, direction, and supervision to subordinate supervisors and staff. Oversees the planning, development of menus, and implementation of food service/therapeutic diet training and menus.					

20%	Prepares budgets and quarterly food estimates and supervises and participates in the requisition, receipt, inspection, storage, and inventorying of supplies. Keeps records and prepares reports. Reviews sanitation, safety, and security standards inspection reports and takes corrective action as necessary.
10%	Maintains order and supervises the conduct of the incarcerated workers; protects and maintains the safety of persons and property. Educates patients and responds to patient inquiries. Delegates and processes first and second level appeals. Attends management meetings.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Applying the principles and practices of nutrition and dietetics; food handling sanitation and sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas; effective personnel management practices and planning, organizing, and directing the work of others; food accounting and adjusting rations to changing needs; use of purchase orders for food and equipment, keeping inventories; making requisitions preparation and use of recipes in a food control program; applying the principles and practices of quantity cooking; training methods, planning and conducting IST programs; and specifications and plans for suitable buildings, work areas, and equipment for culinary departments. <i>Skill in:</i> Judging food quality. <i>Ability to:</i> Apply the principles and practices of nutrition and dietetics; plan, organize, and direct the work of others; adjust rations to changing needs; keep inventories and make requisitions; apply the principles and practices of quantity cooking; plan and conduct IST; analyze situations accurately and adopt an effective course of action; and keep records and prepare reports. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated. Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.

	• Sympathetic understanding of and willingness to work with the resident population of a State correctional facility. • Demonstrated supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE