

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Supervising Cook I	
		Division and/or Subdivision Southern Region / San Diego Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of this position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Fox Fire Center / Santa Ysabel, CA	
		Class Title of Position Supervising Cook I	
		Position Number 541-314-2181-002	
		Effective Date April 15, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Battalion Chief, the Supervising Cook I plans, prepares, cooks, and serves meals. Supervises other kitchen staff in preparing and serving food, and the cleaning of food service equipment and work areas. Duties include: *Supervise cooks and food service staff in the preparation, cooking and serving of meals. *Assign work, supervise, give instruction, and provide training to food service staff. *Evaluate performance and take appropriate action. *Identify training needs of assigned staff. *Assist in scheduling of assigned staff and conduct regular staff meetings.		
25%	*Assist lead Cook (Cook Specialist II) in the preparation, cooking, and dispensing of food and meal related serves. *Direct the work of the cooks and food service staff on preparation and quantity of food to be served and cleaning of food service equipment. *Apportion the food to various serving areas, dining rooms, and tray line serving areas. *Evaluate food, adjust recipes as needed, and determine necessary food quantities. *Conduct inspections and maintain safe food handling practices and standards of safety and sanitation. *Comply with all local, state, and federal regulations.		
15%	*Supervise and assist in the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas which includes, but is not limited to processing dirty dishes, silverware and pots and pans for cleaning, washing tables after meals, restocking of table condiments, cleaning of refrigerators, shelving, sweep and mop kitchen and food storage floors, empty trash, clean kitchen linen using washer and dryer.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Must pass a pre-employment Medical Evaluation and Tuberculosis Test. May be subject to working nights, weekends, or holidays in support of emergency incidents.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

Working Title of Position
 Supervising Cook I

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15% *Plan cost-effective, nutritious, balanced meals per CAL FIRE policies and procedures. *Order food items based on planned menu using approved vendors *Receive food deliveries, which includes checking delivery against invoice, checking for damaged goods, price and date all goods, rotate stock, and break down empty cardboard food boxes. *Develop and oversee budgetary issues as they relate to food and other related supplies. *Responsible for the overall material management, including acquisition, storage, use control, replacement, establishing and maintaining complement, and enforcing purchasing policies, procedures, and limits. *Responsible to prioritize and track budgets and expenditures, including all FI\$CAL approvals and reconciliations.

5% *Prepare and serve emergency meals at other designated locations as needed.

5% Other duties as required.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: **Must pass a pre-employment Medical Evaluation and Tuberculosis Test. May be subject to working nights, weekends, or holidays in support of emergency incidents.**

"We have discussed this document in its entirety and understand the duties of this position."

 Employee Signature Date Supervisor Signature Date
 Personnel use only Posted to Directory Initials and Date