

**DUTY STATEMENT**

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| CDCR INSTITUTION OR DEPARTMENT<br>California Correctional Health Care Services  |  | POSITION NUMBER (Agency – Unit – Class – Serial)                    |                 |      |        |           |
| UNIT NAME AND CITY LOCATED<br>Medical Services  |  | CLASSIFICATION TITLE<br>Food Administrator I, Correctional Facility |                 |      |        |           |
|   |  | WORKING TITLE   |                 |      |        |           |
|   |  | COI<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/>  | WORK WEEK GROUP | CBID | TENURE | TIME BASE |
| SCHEDULE (Telework may be available): _____ AM to _____ PM.<br>(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.  |  |   |                 |      |        |           |
| <b>PRIMARY DOMAIN:</b>  |  |   |                 |      |        |           |
| Under the direction of the Correctional Health Services Administrator I/II, the Food Administrator I, CF plans, organizes, and directs all food service and dietary activities in a correctional facility health care program or may work under the direction of a Food Administrator II, CF in a large facility serving 3 meals per day to 500 or more residents. The Food Administrator I, CF works with clinical personnel on nutrition assessments, needs, dietary interventions and strategies, and plans dietary menus per clinical instruction. The Food Administrator I, 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 (IST) 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>  |   |                 |      |        |           |
|   | <b>ESSENTIAL FUNCTIONS</b>   |   |                 |      |        |           |
| <b>35%</b>  | Plans, organizes, and directs the food service and dietary activities at the Correctional Treatment Center (CTC), including the therapeutic diet program in the institution. Develops, edits, and implements policies and procedures and applies standards governing the operation of Dietary Services. Plans and approves therapeutic diet menus based on nutrient content, nutrient analysis, and established protocols. Approves standardized recipes used by the diet kitchen staff. |   |                 |      |        |           |

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| 25% | Interprets physician orders for therapeutic diets and supervises the preparation and implementation of those diets. Assists and provides nutritional assessments, nutritional counseling, development and implementation of nutrition care plans, health record documentation, and guidance to Registered Dietitians at the CTC and dietitians serving out-patients. Ensures out-patient diet instruction and prescribed therapeutic diets, nourishments, and supplements are supplied to out-patients with identified nutritional needs. Ensures that out-patients have medically accurate information and nutrition education regarding appropriate nutritional choices. In the absence of a Registered Dietitian, completes the Registered Dietitian's in-patient and out-patient duties.   |
| 20% | Selects, trains, and evaluates Dietary Service's staff including cooks, dietitians, and the incarcerated workers. Designs training programs and conducts staff IST. Maintains continuous liaison with medical and nursing staff and institutional food service management. Provides input on facility budgets and food estimates. Supervises the requisition, receipt, inspection, storage, and inventory of food and equipment supplies. Keeps records and prepares reports. Maintains order and supervises the conduct of the incarcerated workers. May serve as preceptor to dietitian interns.   |
| 15% | Inspects food facilities for compliance with sanitary, safety, and housekeeping standards. Ensures staff comply with sanitation, food safety, and security standards including hazard analysis and critical control points.  |
| 5%  | Performs other duties as required.   |
|     | <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles and practices of nutrition and dietetics; food-handling sanitation and the sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas; effective personnel management practices; food accounting; use of purchase orders for food and equipment; preparation and use of recipes in a food control program; principles and practices of quantity cooking; training methods; and specifications and plans for suitable buildings, working areas, and equipment for culinary departments.</p> <p><i>Skill in:</i> Judging food quality.</p> <p><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 programs; analyze situations accurately and adopt an effective course of action; and keep records and prepare reports.</p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>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.</p> <p>Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.</p> |

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| <b>SPECIAL PERSONAL CHARACTERISTICS</b>   |                        |      |
| <ul style="list-style-type: none"> <li>• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> <li>• Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</li> </ul> |                        |      |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>  |                        |      |
| SUPERVISOR'S NAME (Print)   | SUPERVISOR'S SIGNATURE | DATE |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>  |                        |      |
| <p>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.</p>   |                        |      |
| EMPLOYEE'S NAME (Print)   | EMPLOYEE'S SIGNATURE   | DATE |