

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-211-2183-XXX		MCR / HCR 1
DIVISION / UNIT Business Services Division Food Service		CLASSIFICATION TITLE Correctional Supervising Cook, CF		
		WORKING TITLE Correctional Supervising Cook, CF		
		TIME BASE / TENURE U15	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2025	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under direction, in the Department of Corrections and Rehabilitation, either (1) in a small State correctional culinary program, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, to have charge of a shift and to supervise and assist with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, to supervise a large crew in the preparation, cooking, and serving of food to residents and employees; to supervise the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated individuals, wards, or resident workers; and to do other related work.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervising Correctional Cook (DOC), the Correctional Supervising Cook (DOC) is responsible for the following duties:

% 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.
45%	Supervises incarcerated individuals in the re-thermalization of food items for the meal. Food is cooked at the appropriate temperature and for the designated time. Follows HACCP guidelines and monitors the Critical Control Points (CCP) to ensure food safety. Trains incarcerated individuals on the safe and sanitary handling of food. Secures rations to prevent theft. Completes HACCP documentation.
25%	Supervises incarcerated individuals in the cleaning and sanitation of food equipment after each meal. Follows the cleaning schedule. Instructs/trains incarcerated individuals on the use of equipment and chemicals. Maintains equipment in working condition. Reports equipment failures to their supervisor.

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15%	Receives food items from the Central Kitchen. Supervises incarcerated individuals in the off-loading of food items. Monitors the transport of food to the refrigerator/freezer or storage area to prevent theft. Checks the food count for accuracy. Signs for rations. Instruct incarcerated individuals on safety practices.
10%	Supervises incarcerated individuals on the serving of food, on portion control, and on the use of appropriate serving utensils. Ensures that a sample tray is kept for each meal. Maintains safe and sanitary food handling practices and maintains food at the designated temperature. Documentation in Daily Logbook.
05%	Participates in appropriate I.S.T. Enforces CDC, RJDCF. and Food Services policies and procedures. Performs other related duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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 timeline 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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