

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-211-2183-VAR		MCR / HCR 1
DIVISION / UNIT Business Services/Culinary		CLASSIFICATION TITLE Correctional Supervising Cook, CF		
		WORKING TITLE Correctional Supervisor Cook, CF		
		TIME BASE / TENURE PFT	CBID R15	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 6/24/2026
CDCR'S MISSION, VISION and COMMITMENT				
<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> <p>Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
DIVISION OVERVIEW				
The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated individuals, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated individuals in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.				
GENERAL STATEMENT				
Under the direction of the Supervising Correctional Cook, DOC the Correctional Supervising Cook, CF is in charge of receiving, preparing, and distributing food to the various satellite kitchens; supervision and training of incarcerated individual workers;				

maintenance of equipment; ordering supplies; and other duties as required. All menu items shall be completed at this time with exception of those menu items that require progressive cooking. Keep records, reports and assist in the ordering of food items and produce.

% 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.
30%	Arrange production schedule according to menu using established recipes and procedures. Train and supervise incarcerated individuals to follow recipes and schedule closely; therefore ensuring a consistent and timely result. Supervise incarcerated individuals in the preparation, cooking and dispensing of food, to ensure quality meals, utilizing knowledge, cooking skills, portion control, policies, procedures, etc. Assist incarcerated individuals and staff as needed.
25%	Assign work to incarcerated individual workers to feed the general population. Train and supervise incarcerated individual workers in following health, safety and sanitation procedures. Train and supervise the cleaning of equipment, utensils, and work area to ensure that all procedures have been followed. Monitor food temperatures to make sure that foods are served or stored safely, by utilizing food thermometers and documenting temperatures on various logs and reports. Keep Temperature Logs of all refrigerators and freezers ensure a safe product. Monitor equipment, refrigeration, safety and security in the Central Kitchen.
15%	Assure that the incarcerated individual work incentive plan is enforced. Evaluate the work performance of the incarcerated individuals/wards to ensure quality standards and services, identify training needs, initiate corrective actions, etc. Complete Work Supervisor’s Time Logs and Time Cards daily; and Job Descriptions and Work Supervisors Reports as required. Prevent accidents and injuries of staff and/or incarcerated individuals. Place wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc. in the food service facilities, to create a safe work environment, by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g., Injury Illness Prevention Program [IIPP], DOM, etc.), on a daily basis.
10%	Maintain constant tool, key, and lock control, to prevent physical assaults that may result in injury or death and incarcerated individuals/wards access to unauthorized areas. Visually check area for any breach of security, any locking, securing devises that exhibit any signs of apparent tampering, any unlocked doors, devises, etc.). Search and inspect premises to identify contraband (e.g., drugs, weapons, alcohol, food, tools, etc.), by visual inspection of incarcerated individuals/wards and grounds, all within established law, policies/procedures, etc., as mandated. Report any discrepancies to Supervising Correctional Cook.
10%	Communicate with all Correctional Supervising Cooks to coordinate work load. Display incarcerated individual production sheet in their work stations and instruct incarcerated individual workers on the day’s procedures and assignments. Include on-going cleanup assignments to keep your area clean, dry and free of trash.
5%	Receive incarcerated individual workers at the beginning of their shift and notify custody if an incarcerated individual does not report to work and process appropriate documentation. Issue bouffant hats, aprons, and gloves and assure that incarcerated individuals wear them while in Central Kitchen. Issue appropriate tools per departmental policy.
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 PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- 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.

SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this. 		
CONSEQUENCE OF ERROR		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<ul style="list-style-type: none"> <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i> 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE