

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-211-2183-xxx		MCR / HCR 1 / D
DIVISION / UNIT Business Services/Food Services		CLASSIFICATION TITLE Correctional Supervising Cook		
		WORKING TITLE		
		TIME BASE / TENURE FT	CBID R15	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION, VISION, and COMMITMENT

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

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.

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.

DIVISION OVERVIEW

GENERAL STATEMENT

Under the direction of the Supervising Correctional Cook, in a large correctional culinary program, the Correctional Supervising Cook (CSC) might be assigned to one of the following areas: Bakery, Production, Chili Blast, Butcher Shop, Storeroom, Vegetable preparation, distribution, or in the Minimum Support Facility supervising incarcerated people and rethermalizing all cooked and uncooked food items being served. The CSC is responsible for the receiving, delivery, and accountability of food and food preparation supplies to A,B,C facilities and other areas of the institution; and the sanitation and safety of the work area.

% 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.**

35%

Ensures and oversees the rethermalization process of the blast-chill system for all cooked and uncooked food items served at the Minimum Facility. Ensures proper food handling including heating times, temperature controls, and documentation. Supervises and trains incarcerated people in proper rethermalization procedures, storage procedures, and use of equipment. Maintains discipline and control of incarcerated people in the work area.

25%

Ensures and oversees the preparation of sack lunches served at the Minimum Facility. Ensures proper food handling, packaging, and storage. Supervises and trains incarcerated people in proper procedures and conducts weekly. Maintains inventory control of food items on hand in the preparation and rethermalization area. Drive cars/trucks/forklifts etc. occasionally to make deliveries to facilities and other areas of the institution in a golf cart.

20%	Performs daily inspections of the work area. Receives food items for rethermalization processing and sack lunch preparation. Supervises and trains incarcerated people in the proper sanitation of the work area and equipment.
15%	Maintains control of tools used in the work area. Maintains proper records and completes incarcerated people's timecards daily. Prepares documentation on discipline or incidents as required. Reviews plans for food production on the following day and orders necessary supplies. Prepares work orders and tracks preventative maintenance.
5%	Performs 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. Attends a minimum of 40 hours of In-Service Training (IST), annually. Fills in for absent Correctional Supervising Cook's in other assignments as required. Performs hands-on food processing when incarcerated person labor is not available.

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

- 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

- 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 time line 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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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

INCARCERATED PEOPLE SUPERVISORY RESPONSIBILITIES: A crew of approximately ten incarcerated people are utilized in the Minimum Support Facility area daily. During periods of institutional lockdown or emergency, incarcerated person labor may be limited or nonexistent. When incarcerated person labor is utilized, the Correctional Supervising Cook is responsible for supervising their conduct, maintaining time cards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **EITHER I: EXPERIENCE:** One year of experience in the California state service performing the duties of a Cook Specialist II (Correctional Facility) or a Cook Specialist II. **OR II: EXPERIENCE:** Two years of experience in a supervisory capacity

over cooks and other food service workers with responsibility for supervising and assisting with the preparation, cooking, and serving of various food items. **and EDUCATION:** Equivalent to completion of the twelfth grade.

LANGUAGE SKILLS: Ability to maintain accurate records and inventories, prepare reports, and read and comprehend procedure and policy manuals.

MATHEMATICAL SKILLS: Ability to take accurate inventories, calculate food quantities necessary for groups of varying size, and make accurate food and supply orders.

REASONING ABILITY: Ability to analyze situations accurately and take effective action.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to judge food quality; prepare and cook all food groups; plan palatable and adequate menus; plan, organize, and direct the work of others; use appropriate equipment; direct the preparation of special diets; plan food production to schedule; plan and conduct in-service training programs; and maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, (including baking), dispensing, and serving food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within food groups; principles of effective supervision; food accounting; use of purchase orders for food and equipment; and training methods.

SPECIAL PERSONAL CHARACTERISTICS: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

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 inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

OTHER QUALIFICATIONS/REQUIREMENTS: Correctional Supervising Cook's will work in various assignments and may be moved to other work areas at any time. Assignments may include Production Floor, Blast Chill, Vegetable Preparation, Bakery, Minimum Support Facility, Storeroom, Satellite Pantry, or Relief.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently - to watch and supervise inmates involved in rethermalization food processing, sack lunch preparation, and storage.

Walking: Frequently - to move throughout the work area providing direction and supervision to inmate crew, taking inventories, and inspecting the premises.

Sitting: Occasionally - to complete inmate time cards, reports, supply orders, and other documentation.

Lifting: Occasionally - to handle paperwork and culinary utensils weighing under five pounds. When inmate crews are not available, the worker will frequently lift items weighing up to 25 pounds and will occasionally lift food items up to 55 pounds.

Carrying: Occasionally - to move paperwork or supplies weighing under five pounds. When inmate crews are not available, the worker will carry the items noted above for short distances within the preparation area.

Bending/Stooping: Occasionally - to demonstrate procedures to inmate crews, inventory items, and inspect the work area. When inmate crews are not available, the worker will bend occasionally to prepare food items and to move food items about the preparation area.

Reaching in Front of Body: Occasionally - to prepare paperwork, demonstrate proper procedures to inmate crews, and inspect the premises. When inmate crews are not available, the worker will reach in front of their body constantly to prepare and move food items and to move carts of food through the rethermalization process.

Reaching Overhead: Occasionally - to reach items stored on upper shelves and conduct inspections.

Climbing: Occasionally - stairs to access the minimum kitchen and dock.

Balancing: Frequently - to maintain footing on wet floors.

Pushing/Pulling: Occasionally - to move food transport carts weighing up to 1,500 pounds when full of food and to open and close doors. When inmate crews are not available, the worker will occasionally push and pull on ladles, knives, can openers, and the food transport carts which are loaded with pans of food in order to move them through rethermalization.

Kneeling/Crouching: Occasionally - to inspect the area, reach trays on lower racks and inventory items.

Crawling: N/A

Fine Finger Dexterity: Occasionally - to prepare inmate time cards, food orders, inventories and other reports. When inmate crews are not available, the worker will occasionally handle knives, utensils, food trays, and operate equipment controls.

Hand/Wrist Movement: Occasionally - to prepare and handle paperwork, move food items about the rethermalization process, demonstrate procedures to inmate crews, and inspect the area. When inmate crews are not available, the worker will participate in all facets of the rethermalization process, sack lunch preparation, food storage, cleaning and sanitation.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Constantly - to supervise and instruct inmates, communicate with staff, react to alarms and maintain security.

Sight: Constantly - to supervise inmates, maintain security, maintain sanitation and proper food quality and quantity.

Taste/Smell: Occasionally - required to determine the quality of meals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally - cleaning solution fumes.

Temperature Extremes: Occasionally - when going into walk-in refer and to obtain items in the reach-in refer/freezer. Temperatures in oven areas may reach 110 degrees in the summer months.

Architectural Barriers: N/A

Working Surfaces: Constantly - concrete and tile floors which are frequently wet due to sanitation procedures.

Risks of Electrical Shock: N/A

Toxic or Caustic Chemicals: N/A

Noise or Vibration: Constantly - noise from culinary equipment and inmate crews.

Work in High, Precarious Places: N/A

Bloodborne Pathogens: Occasionally - may experience blood exposure in inmate populations with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Commercial culinary equipment including ovens, convection ovens, dish machine, hot carts, cold carts, stand up carts, refrigerator, walk-in refer freezer, reach-in refer freezer, steam tables, hotel pans, lids, knives, and can opener. Mops, brooms, deck brushes, office equipment, fire extinguishers, and personal alarms.

COMMENTS: Correctional Supervising Cook's are rotated to other assignments and may be subject to redirection or overtime depending upon the needs of the Department. Correctional Supervising Cook must be able to work any of the shifts listed below and work overtime as necessary. The hours of the shifts are as follows:

- | | | |
|----|--------|-----------|
| 1. | A.M. | 0400-1200 |
| 2. | P.M. | 1200-2000 |
| 3. | Relief | Varies |

Incarcerated workers may be utilized in the performance of some of these duties; however, the employee must be able to meet the physical demands as described because incarcerated workers are not always available. Some or all incarcerated workers are not available during periods of lockdown or times of institutional emergencies.

Information for this document was obtained by reviewing the California State Personnel Board specification and through observation of the duties as they are currently performed.

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest
2. Undue Burden and Fundamental Alteration
3. Direct Threat
4. Equally Effective Means

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in Turner v. Safley. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with incarcerated people, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated individuals with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-III are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Incarcerated people with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for incarcerated individuals verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated people are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated population housing. If the incarcerated person has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated person expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated individuals are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.