

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: cm	Date: 8/12/2024
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-548-2185-XXX	Unit Nutrition Services		
Class Title Cook Specialist I (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R15	Work Week Group 2	Class Ranges
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under the direction and with the supervision from a Cook Specialist II, cooks and dispenses food required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/ Hazard Analysis of Critical Control Points (HACCP). Maintains order, cleanliness and sanitation. Adhere to requirements for safety, security, emergency response and a non-hostile work environment. Coordinates activities of assigned vocational patient workers. Participates in Performance Improvement activities and other miscellaneous responsibilities. All activities are completed according to hospital and department directives, policies and procedures and manuals. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).			
60%	Under the direction and with instruction from a Cook Specialist II, cooks and dispenses food required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/Hazard Analysis Critical Control Points (HACCP). Use steam kettles, obtain serving pans, carry supplies, lift up to 60 pounds, climb stairs, kneel, bend, stoop, twist, push, pull and stir. As skills develop, prepare entrees, vegetables, starches, gravies, salads and modified diets by following standardized formulas and quantities specified; maintain high quality of foods by reporting any changes in raw ingredients and tasting for flavor; take and record temperatures and take and document corrective action per HACCP requirements; ensure food is protected from contaminants, per policy e.g., covered/labeled/dated; dispense prepared food to serving line and unit meals per established schedule/portions control/temperature; assist with preparing leftover records and discarding food; adhere to proper personal hygiene policies, hand washing, glove usage, and dress codes; follow standard universal precautions; and report infectious communicable diseases.		
20%	Maintains order, cleanliness and sanitation Maintain cleaning schedules, ensure that utensils, equipment, and work areas are sanitized after each use per the Sanitation & Equipment Manual, dispose of waste/trash/recyclables as frequently as required;		

	operate/clean warewash machine including logging temperature/pressure; maintain storage areas in an orderly manner and re-stock supplies. Maintains cleanliness and security of working areas and work materials, inspects the premises, and searches patients for contraband.
10%	Supervises and coordinates activities of assigned patients. Delegate responsibilities and provide guidance to ensure completion of work in a timely manner; provide orientation/instruction; complete reports of performance; and monitor that policies/procedures are followed including, handwashing, dress code, blood/body fluid precautions; reporting of infectious/communicable diseases; and monitoring that equipment within assigned area is operated/maintained properly.
5%	Adhere to requirements for safety, security, emergency response, and a non-hostile work environment. Examples: Visually inspect the work area for safety alerts; report concerns/write work orders for malfunctioning equipment or unsafe conditions; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions per Sanitation & Equipment Manual; use chemicals/protective equipment per Safety Data Sheets SDS Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and contraband searches; respond as trained in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area, maintain a non-hostile non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
5%	Participate in Performance Improvement activities and other miscellaneous responsibilities. Examples: implement facility and departmental mission/objectives; recommend work improvements, assist with quality control monitoring; participate in meetings and training; implement improvement strategies and updated knowledge/skill through training; read and follow hospital administrative directives, Nutrition Services policies/procedures, and other required written material written materials; answer phone and respond to inquiries.
Other Information	Supervision Received: Supervising Cook I Assigned Cook Specialist II Lead Supervision Exercised:

- Assigned patient workers
- May act as Cook Specialist II

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care preparation, cooking, and dispensing of food in large quantity; methods and procedures used in the operation, cleaning, and care of utensils, equipment and work areas.

ABILITY TO:

Complete satisfactorily a training program in the preparation and cooking of all food groups; follow directions; keep records; analyze situations accurately and adopt an effective course of action; read and write at a level appropriate to the classification.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable

privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

- Food Safety: Applies and demonstrates knowledge of food safety and sanitation/ HACCP principles.
- Production Methods: Applies and demonstrates knowledge of production methods including modified diet preparation.
- Lead Responsibilities: Demonstrates effective techniques for coordinating the activities of assigned patients.
- Relationship Security: Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICAL COMPETENCIES

- Equipment: Applies and demonstrates knowledge of production equipment operation and cleaning.

LICENSE OR CERTIFICATION

N/A

TRAINING CATEGORY - 3

The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date
	_____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
COOK SPECIALIST I (2185)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting		X				
Standing				X		
Running	X					
Walking				X		
Crawling	X					
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)				X		
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping		X				
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)	X					
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery			X			
Exposure to excessive noise		X				
Exposure to extreme temp.			X			
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights	X					