

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial xxx-xxx-2181-xxx		Unit Nutrition Services		
Class Title Supervising Cook I		Location Atascadero, Coalinga, Metropolitan, Napa		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R15	Work Week Group: 2	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the direction of the Supervising Cook II, the Supervising Cook I provides leadership/supervision and a productive work environment for staff through enforcement of standards and regulations, clear communication, professionalism, courtesy and teamwork. Accurately calculate, evaluate and document activities required in the safe and timely planning, preparation and allocation of food. Provide supervision and assure adherence to requirements regarding safety, security and emergency preparedness of the staff and patient workers. Promotes and participates in performance improvement activities. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
60%	- Identify performance issues and provide early intervention to improve employee performance to meet requirements of duty statements. Evaluate performance and complete probationary & annual performance appraisals that address beyond competency, e.g., productivity and attendance. Enact supervisory interventions and apply the established disciplinary process as needed. - Prepares, cooks, and dispenses food alongside Cooks, and serve as lead cook on shift. - Maintain knowledge, monitor adherence, and participate in inspections related to relevant standards, laws and regulations, e.g., Licensing; Joint Commission; California Retail Food Code (Environmental Health Cal Code); and other hospital manuals such as Infection Control, Emergency Preparedness, Nutrition Care; and Nutrition Services manuals such as Policy & Procedure. - Provide staff and patient workers with an area specific orientation and verify competency. Assist Supervising Cook IIs to identify training needs, deliver in-service training and instructions, and attend to make-ups. - Maintain a standardized recipes formula for all menu items. Calculate standardized formulas to quantities that ensure adequate amounts are prepared to meet hospital requirements. Ensure that recipes formulas are			

	posted and that preparation methods & documentation properly occur. • Monitor that appropriate food handling techniques & Hazard Analysis Critical Control Point (HACCP) principles are adhered to during food preparation, e.g., cold storage, cooking, cooling, holding, reheating temps and time/temperature standards. Ensure food is protected from contamination & properly covered, labeled, dated. Document assigned time/temperatures and monitor accuracy/thoroughness of those delegated. Take corrective action/document when time/temps are not within critical limits. e.g., time/temperatures in food production; refrigeration/freezer equipment, hot-holding equipment; warewash equipment, and air temperature logs. • Ensure worker adherence to proper infection control such as personal hygiene, handwashing, glove usage, dress code, no smoking or tobacco use on grounds, follow standard transmission-based precautions, report infectious diseases to prevent spreading and safeguard patients, staff, and the public from such; complete annual health reviews in birth months. • Monitor that menu items meet quality standards for taste & appearance. Sample menu items for quality & document evaluation. Initiate corrective action when products are inferior or not safe to serve for any reason to maintain safety for staff, patients, and the public. • Supervise the proper allocation of food. Apply judgment when replacements are quickly needed. • Receives, inspects and inventories all supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as cutlery and eating utensils. • Maintain a safe and sanitary work area that meets standards for the safety of staff, patients, and the public. • Supervise and assist as needed to ensure organization, cleanliness, and sanitation/sanitization, e.g., follow cleaning schedules and procedural manual ; maintain storage areas as well-stocked, orderly, clean, labeled, twelve-inches off floor, etc. Alert and taken action as required for vector control.
25%	• Confer with the Food Service Supervisors and Lead Food Service Technicians on various business matters such as meal service food allocation and when Acting Director of Dietetics. • Verify Daily Attendance Record including accurate sign-in/out times, leave credits used, and days off. Schedule time off per departmental policy. Request approval for and arrange for overtime according to procedures. • Visually inspect the work area for safety alerts; write work orders for malfunctioning equipment or unsafe conditions. • Follow body ergonomics, safety precautions, safe codes of practice to reduce risk and prevent injury & work-related illness. Follow requirements

	and monitor for adherence to the Safety Manual and the Area Specific Safety Plan. • Read/follow equipment operating procedures per manufacturer's recommendations. Use chemicals/protective equipment per Safety Data Sheets (SDS) binder. • Adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI) • Respond to injuries/illnesses per policy. Complete Special Incident Reports due to injury, illness, or adverse behaviors. Complete injury reports and cooperate with safety investigations. • Ensure Kitchen is opened and closed per established procedures. • Participate in emergency response as directed by the Emergency Preparedness Manual & the Area Specific Emergency Preparedness Plan. Report to work as scheduled or directed during hospital or community emergencies and implement role/participate in alternate feeding plans. Respond as trained in emergencies such as fire, chemical spills, lockdowns, contraband searches, etc. Conduct mandatory fire drills and shakedowns. • When emergencies occur after business hours, respond accordingly in communication with other areas of the department, Police Services, Hospital Administration, and other departments/programs as needed. • Model and maintain a non-hostile, non-disruptive work environment. Supervise others for adherence to requirements for non-discrimination; sexual harassment prevention; patient rights; abuse prevention; codes of conduct; and treatment of others with professionalism, respect & courtesy.
10%	• Promotes and participates in Performance Improvement (PI) activities. Examples include: monitor activities related to food quality and environment of care improvements; solicit suggestions from others for menus, recipe adjustments, production methods, etc.; complete routine inspections such as quality control audits, follow-up with corrective actions, & track completion; participate in assigned meetings such as Safety, Food Safety/HACCP & PI; facilitate staff meetings; evaluate patient food acceptance; investigate and document actions taken to resolve complaints from patients/staff; assist with cultural, religious, and other special program events that involve food service; implement facility goals/objectives; answer phones and respond to inquiries.
5%	• Other duties as assigned.
Other Information	SUPERVISION RECEIVED • Supervising Cook II

SUPERVISION EXERCISED

- Cook Specialist Is/IIs
- Food Service Technician Is/IIs

KNOWLEDGE AND ABILITIES

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; training methods; department's affirmative action program and the processes available to meet equal employment opportunity objectives. Judging food quality; preparation and cooking of all food groups.

ABILITY TO: plan palatable and adequate menus; plan, organize, and direct the work of others; keep records and prepare reports; keep inventories and make requisitions; use appropriate equipment; determine food quantities necessary for groups of varying size; direct the preparation of special diets; plan food production to schedule; plan and conduct in-service training programs; analyze situations accurately and take effective action; effectively contribute to the department's equal employment opportunity objectives.

REQUIRED COMPETENCIES**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

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 and vigilance in the identification of safe or security hazards.

CPR- N/A

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric

☐ Adolescent

☒ Adult

☒ Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS - NA

Applies and demonstrates knowledge of correct methods of Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION N/A

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

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.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

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

LICENSE OR CERTIFICATION- NOT APPLICABLE

TRAINING - Training Category = D

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

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 served, and the public; and
- Comply with hospital policies and procedures.

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

Employee's Signature

Date

Supervisor's Signature

Date



Reviewing Supervisor's Signature

1-20-26

Date