DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Health Care Services	CLASSIFICATION TITLE Supervising Correctional Cook, Department of Corrections
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:	

Under the general direction of the Food Administrator I, Correctional Facility (CF), the Supervising Correctional Cook (SCC), Department of Corrections (DOC) directs, trains, and supervises Cook Specialist I, CF staff and the incarcerated preparing and serving meals and storing food and supplies at the Diet Kitchen at a correctional facility. The SCC, DOC is responsible for maintaining culinary equipment in sanitary and clean working order, and maintaining the work area clean and orderly. The SCC, DOC interprets and verifies compliance with regulations that govern the sanitation and safety of all aspects of the food service program.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Plans, directs, supervises, and trains staff and the incarcerated in preparing and serving meals in accordance with health care facility approved menus. Interprets and applies standards and procedures governing the operation of the assigned food service department. Implements and maintains food service operational procedures and record keeping methodologies. Ensures proper portion control and use of serving utensils. Ensures that food is prepared according to food preparation procedures. Makes decisions and provides advice and assistance on food service management issues or problems that arise. Directs, supervises, and monitors the work activities of subordinate Correctional Supervising Cooks. Trains subordinate staff on appropriate food service policies and procedures regarding food preparation, storage, and cooking.
25%	Prepares and reviews performance evaluations; reviews post orders and duty statements; reviews and makes suggestions for updates to local operations supplements; conducts weekly meetings with staff to disseminate, review, and interpret policy changes, new procedures, or other matters related to kitchen operations. Reviews and interprets new or revised policies or procedures and

	provides training and supervision to staff as needed. Reviews and approves attendance records to ensure accuracy and compliance with the Federal Labor Standards Act (FLSA). Prepares and implements appropriate corrective action when needed. Performs reviews to ensure staff adherence to policies and procedures. Identifies training needs and provides training to subordinate staff as necessary.
20%	Supervises the maintenance, cleaning, and sanitization of culinary utensils, equipment, and food storage areas. Ensures that staff and the incarcerated adhere to all food-handling standards and practices and follow all safety and sanitation procedures. Audits food service staff food service records to ensure accuracy. Conducts regular inspections of all assigned areas. Reviews weekly inspection reports submitted by food service staff. Conducts meetings and safety trainings with staff and the incarcerated. Maintains the security of working areas and materials.
10%	Supervises the conduct of the incarcerated to prevent escapes and/or injury and to ensure the safety of persons and property. Searches assigned areas for contraband and may conduct a search of the incarcerated as needed. Performs unannounced visits to all assigned areas of food services to monitor the food service program.
5%	Accurately signs-in and signs-out daily on the appropriate form; ensures compliance with FLSA laws and rules; and completes required documentation for absences. Ensures compliance with yearly In-Service Training (IST) requirements and On-the-Job Training as required. Supervises other food service staff and the incarcerated in the absence of their supervisor.
5%	Performs other duties as required.
	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; food accounting; use of purchase orders for food and equipment; methods of cutting and preparing meat; and training methods. Principles of effective supervision; laws and rules governing supervision of the incarcerated, including disciplinary actions, the incarcerated appeals, and work incentive programs. *Ability to:* Plan palatable and adequate menus; plan, organize, and direct the work of others; adjust rations to changing needs; keep inventories and make requisitions; use appropriate equipment; judge food quality; prepare and cook all food groups; determine food quantities necessary for groups of varying size; direct the preparation of special diets (both medical and religious); plan food production to schedule; communicate effectively at a level required for successful job performance; plan and conduct IST programs; analyze situations accurately and adopt an effective course of action; and keep records and prepare reports. **OTHER DOMAINS** **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this classification series 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 the incarcerated.

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

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.
- 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.
- 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.
- Able to work independently or in a team setting; open-minded, flexibility, and tactfulness; and freedom from communicable diseases.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE