

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON	POSITION NUMBER (Agency-Unit-Class-Serial) 025-211-2183-XXX	MCR / HCR 1	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS	CLASSIFICATION TITLE CORRECTIONAL SUPERVISING COOK, CF		
	WORKING TITLE CORRECTIONAL SUPERVISING COOK, CF		
	TIME BASE / TENURE LT/FT	CBID R15	WWG 2
	COI Yes ☐ No ☐		
LOCATION IONE, CA – AMADOR COUNTY	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			
Under direction, in the Department of Corrections and Rehabilitation, either (1) in a small State correctional culinary program, to plan, organize, supervise, and assist with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, to have charge of a shift and to supervise and assist with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, to supervise a large crew in the preparation, cooking, and serving of food to residents and employees; to supervise the maintenance of culinary equipment, supplies, and work areas; to instruct culinary workers; to maintain order and supervise the conduct of incarcerated person(s), wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise incarcerated person(s), wards, or resident workers; and to do other related work.			

GENERAL STATEMENT		
Under the direct supervision of the Supervising Correctional Cook, Department of Corrections (DOC), the Correctional Supervising Cook is responsible for the supervision of incarcerated person(s) workers in the preparation of the planned menu and the distribution of food.		
% 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.	
20%	Ensure that all items needed for meals are present, and in proper amount, and supervise the preparation of meals ensuring that all foods meet standards for quality and wholesomeness.	
20%	Supervise and instruct incarcerated person(s) in all phases of cooking, proper use and handling of utensils, foods, and equipment; adhere to the standards of sanitation.	
20%	Verify the proper and accurate institutional count, issue clothing to the incarcerated people cooks, make all assignment for the workday and meals.	
15%	Incarcerated person(s) Work Incentive Program – ensure all incarcerated person(s) are at their job assignment at all times and that they work at least six and half hour productive work daily. Submit requests for food items.	
10%	Adhere to rules and regulations set forth in the institutional procedures, Director's Rules, State laws and regulations, Department Operations Manual and Food Services policies and procedures.	
10%	Maintain an accurate and comprehensive record of incarcerated person(s) time, ensuring that incarcerated person(s) time is recorded daily, accurately, and properly secured. Maintain cleaning schedule and assign cleaning tasks to each incarcerated person(s) and maintain a log of daily activities.	
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		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, 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 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:		
• 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
SUPERVISOR'S STATEMENT:		

025-211-2183-XXX

- *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
---------------------------	------------------------	------