

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-211-2183-XXX	MCR / HCR	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Correctional Supervising Cook, CF		
	WORKING TITLE Correctional Supervising Cook		
	TIME BASE / TENURE P/FT	CBID U15	WWG 2
	COI Yes ☐ No ☒		
LOCATION Vacaville, California	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			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			
GENERAL STATEMENT			
The Correctional Supervising Cook 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. Supervise and instruct incarcerated persons in all phases of cooking, proper use and handling of utensils, foods, and equipment, adhere to the standards of sanitation.			

Adhere to rules and regulations set forth in the institutional procedures, Department Operations Manual and Food Services policies and procedures.		
% 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.	
30%	Ensure that food quality standards are maintained; supervise an incarcerated persons work crew assigned to your area in pre-preparation and production of all food items in accordance with the daily food production worksheet and needs listed on the daily food production worksheet and needs listed on the daily menu plan; responsible to review the production sheet for the next day's meal in order to ensure any necessary pre-preparation that may be required for the next day.	
20%	Responsible for the supervision of incarcerated persons during their work shift including, performing clothed body searches, area and property searches, and escort duties. Protect and maintain the safety of staff, incarcerated persons and property.	
15%	Supervise the breakout of delivered food prior to production in accordance with menu needs to ensure that all food items are available for each menu item that is to be prepared. Document amount of production made by the incarcerated persons and/or any substitutions or changes made which are not part of the planned menu.	
10%	Check the quantity and quality of food served, as well as conduct frequent inspections of the Food Service Department to ensure that all Health, Safety and sanitation requirements are being met.	
10%	Provide training, as required to all incarcerated persons. Ensure that their subordinates are following all required procedures in documenting incarcerated persons work performance, CDC 101's, incarcerated persons timecards CDC 191's, instructing incarcerated person workers in all phases of health, safety, sanitation, use of hand tools and operations of required equipment. Additionally, incumbent will ensure that incarcerated person workers are properly attired and are wearing the appropriate head coverings.	
10%	Ensure that all-appropriate parts of the Health and Safety Codes, HACCP Standards, Departmental Policies and Institutional procedures are strictly adhered to. This includes, but not limited to, equipment upkeep and control, sanitation and quantity and quality of food served. Responsible for daily, weekly and monthly reports as instructed.	
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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)		DATE
EMPLOYEE'S SIGNATURE		

SUPERVISOR'S STATEMENT: • <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE