

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 178-211-2183-0XX		MCR / HCR	
DIVISION / UNIT Division of Adult Institutions / Food Services		CLASSIFICATION TITLE Correctional Supervising Cook, CF			
		WORKING TITLE Correctional Supervising Cook			
		TIME BASE / TENURE P/FT	CBID R15	WWG 2	COI Yes ☐ No ☒
LOCATION 7018 Blair Road, Calipatria, CA 92233 (Imperial 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					
Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.					
GENERAL STATEMENT					
Under the direct supervision of the Supervising Correctional Cook (SCC), the Correctional Supervising Cook (CSC) working the Facility Kitchen is in direct supervision of incarcerated workers and supervises: the preparation of lunch and dinner meals, the maintenance and sanitation of the facility kitchen, including refrigerators, ovens and other storage areas, and the training of the incarcerated workers. In addition, the CSC must assist in the security of the work area by ensuring that foods and materials are not removed unless directed by them. The CSC receives orders, instructions information, directions and training from the SCC in charge of					

production. The CSC gives orders, instructions, information, directions and training to the incarcerated workers. The CSC also relays information to the SCC and other staff as required.

% 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.
35%	Supervises the completion of distribution of breakfast meals, the sack lunch program and the preparation of the next day's lunches. The CSC supervises the final preparation, retherming and serving of the dinner meal. The CSC checks food and non-food deliveries to ensure that the correct meal, including meals schedules for the shift, according to the Institutional menu, and correct amounts, are received in a timely and safe manner, and the sufficient quantities of food are available to feed the incarcerated population in order to avoid breakdowns in the feeding program. The CSC supervises and trains incarcerated workers in proper food handling, storage and rotation of all food and non-food items. Ensure food is dated and covered when in cold storage boxes and that refrigerators and other storage areas are at correct temperatures.
30%	Trains and supervises incarcerated workers in food prethermalization, safety, sanitation and MSDS procedures. Advise the SCC of needed equipment repairs or other problems that may affect the operation of the facility kitchen. Rotates food and non-food items to ensure freshness. Secures covered and dated meal sampler trays and ensures that they are disposed of after seventy-two (72) hours.
20%	Keeps incarcerated workers timecards, pay sheets, job descriptions, meal sampler reports, cold-storage temperature logs and other required logs accurately and timely. Ensure incarcerated workers timecards and pay sheets are kept in a secure, locked location with no incarcerated population access. Ensures that incarcerated workers shall not handle or be in possession of timecards or pay sheets at any time. Evaluates the work performance of incarcerated workers and prepares written performance reports when required. Documents incarcerated workers' behavior. Ensures that incarcerated workers are well groomed, properly dressed when reporting for duty.
10%	Advises the SCC and documents any occurrences and breaches of security that are witnessed or may be aware of. Attend IST and staff meetings and maintain open communication with the SCC and the Assistant Correction Food Manager in the general operation of the Food Services. Advises the shifts of CSC by means of the kitchen logbook of information necessary for the operation of the facility kitchen the next morning, including the status of sanitation, incarcerated workers and equipment, food and non-food deliveries, special instructions from the SCC or the Assistant Correctional Food Manager, and any other information pertinent to the smooth and efficient operation of the facility. Reports to the facility on time to receive information from the shift CSC during the overlap time. Conducts an inspection of the kitchen, storage rooms, and other areas with the prior shift CSC for a smooth transition of responsibilities.
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 prison incarcerated persons, visitors, non-employees and employees shall be made aware of this.
- **Incarcerated Worker Supervisory Responsibilities:** A crew of approximately six incarcerated workers are utilized in the production area daily. During periods of institutional lockdown or emergency, incarcerated labor may be limited or nonexistent. When incarcerated labor is utilized, the CSC is responsible for supervising incarcerated workers conduct, maintaining timecards, completing performance evaluations, and taking appropriate corrective action when established procedures are not followed.

- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience:** Equivalent to completion of the twelfth grade and Either I One year of experience in the California state service performing the duties of a Cook Specialist II (Correctional Facility) or a Cook Specialist II. Or II Two years of experience in a supervisory capacity over cooks and other food service workers with responsibility for supervising and assisting with the preparation, cooking, and serving of various food items.
- **Language Skills:** Ability to maintain accurate records and inventories, prepare reports, and read and comprehend procedure and policy manuals.
- **Mathematical Skills:** Ability to take accurate inventories, calculate food quantities necessary for groups of varying size, and make accurate food and supply orders.
- **Reasoning Ability:** Ability to analyze situations accurately and take effective action.
- **Other Skills and Abilities:** Ability to judge food quality; prepare and cook all food groups; plan palatable and adequate menus; plan, organize, and direct the work of others; use appropriate equipment; direct the preparation of special diets; plan food production to schedule; plan and conduct in-service training programs; and maintain regular attendance and be punctual.
- **Other Qualifications:** 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; and training methods.
- **Special Personal Characteristics:** 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; and freedom from communicable diseases.
- **Special Physical Characteristics:** Persons appointed to positions in this class 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 that of incarcerated population. Assignments may include sole responsibility for the supervision of incarcerated workers and/or the protection of personal and real property.
- **Other Qualifications/Requirements:** CSC's will work on various assignments and may be moved to other work areas at any time. Assignments may include Production Floor, Blast Chill, Vegetable Preparation, Bakery, Quad Runner, Distribution, Minimum Support Facility, Storeroom, or Relief.

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:

- *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