

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION	POSITION NUMBER (Agency-Unit-Class-Serial) 054-211-2183-XXX	MCR / HCR 1	
DIVISION / UNIT ADULT INSTITUTIONS/REGION IV	CLASSIFICATION TITLE CORRECTIONAL SUPERVISING COOK		
	WORKING TITLE CORRECTIONAL SUPERVISING COOK		
	TIME BASE / TENURE	CBID R15	WWG 2
LOCATION TEHACHAPI	INCUMBENT	EFFECTIVE DATE 5/1/2026	
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			
The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while: 1. Providing opportunities for these incarcerated persons to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.			
GENERAL STATEMENT			

Under the direct supervision of the Supervising Correctional Cook (SCC), you will ensure items are delivered to Facilities A, B, and C following planned menus, as well as metal accountability sheets in/out done daily, HACCP guidelines. Training and instructions to and the direct supervision of incarcerated persons. Assist other areas in Facility D Kitchen, as needed, ensuring timely completion of assignments meeting deadlines. Facility D is responsible for Baking, Shipping and Receiving Religious Diets, Box Lunches, and Vegetables Prep. Cleaning and sanitation of work areas, including discarding food, should be closely monitored. Ensuring the punctual feeding of meals enables California Correctional Institution (CCI) programs to operate at designated times. If incarcerated workers are unavailable, CSCs will be responsible for completing all duties on Facility D for the shift. Assist other areas in Facility D Kitchen, as needed, ensuring timely completion of assignments meeting deadlines.

% 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.
45%	Supervise incarcerated persons in the preparation of cooking, storage and serving of food utilizing the Heart Healthy Menus and Recipes, enforce sanitation policies and procedures for equipment and food preparation areas, instruct and enforce proper safety standards; maintain order of the incarcerated culinary workers, supervise the conduct of incarcerated persons, protect and maintain the safety of persons and property
45 %	Receive various food/chemical/household items, responsible for storage proper of all goods; rotation of stock, first in and first out (FIFO), taking of inventories, ordering needed supplies, maintain all pertinent records to the culinary operation, monitoring temperature, ensure proper safety and use of equipment, maintain the order of the incarcerated workers, ensure proper handling and use of chemicals
5%	Maintain incarcerated persons time in SOMS, ensure incarcerated persons training, ensure incarcerated persons SDS right to know, IIPP, Harassment Policy, and Job Descriptions for incarcerated culinary workers.
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.

Hours of work are pre-coordinated with the Correctional Food Manager I and are subject to change. Shift times are TBD.

RESPONSIBILITIES (GENERAL):

1. Upon reporting for duty, obtain a personal alarm from Central Control. The alarm is to be worn properly on a belt during work hours NO EXCEPTIONS.
2. The on-coming CSC shall conduct a sanitation, temperature checks of all refrigerators and freezers, safety and consult with off-going shift regarding meal plan and daily events.
3. All incarcerated persons under your supervision will be given specific work tasks to consume their workday (consideration given for breaks) by participating in a full day of quality work.
4. All incarcerated persons assignments are to be posted daily. These assignments are to include meal preparation and clean up NO EXCEPTIONS.
5. Meal production will be conducted in such a way as to maintain food quality, not over prepare, not under prepare, and to ensure meals are served at proper temperatures.
6. Prepare incarcerated persons time in SOMS and evaluate the performance on a quarterly basis.
7. After meal production has been completed, the CSC will ensure production sheets are complete, all items on the serving line, proper utensils are available and the sample tray is completed.
8. When meal production is moderate, utilize time for the next day's prep work and detail sanitation work, but no incarcerated persons will be permitted to sit idle. They must earn their work credits.
9. All leftovers will be noted on the production sheet and properly discarded NO EXCEPTIONS.

10. CSC must conduct a visual inspection of each piece of equipment, walls, floors, tables, sinks, grills, refrigerators, carts, ovens, mixers, fans, toasters, drains, etc. This must be done prior to conclusion of your shift.
11. Follow-up must be done on all incarcerated persons assigned to specific duties. This confirms to the employee the incarcerated persons understands his/her work task. Many mistakes are made because the supervisor does not properly train and direct the incarcerated persons in the performance of duties.
12. All doors must be locked when staff is unable to directly supervise the area.
13. Under no circumstances will incarcerated persons be released from their work assignment without meeting the 6.5 hours of work or the minimum of 4 hours if double programming is a part of the commitment.
14. Each CSC on both the A.M. and P.M. shift will be responsible for the proper sanitation of all the floor areas. CSC are responsible for the removal of all trash and cleaning materials that are not in use.
15. All CSC will complete the daily sanitation checklist and submit it to the duty Supervising Correctional Cook (SCC) for review. Provide comments on progress of Health and Safety issues.

RESPONSIBILITIES (DAILY):

1. Maintain a daily record of incarcerated workers time.
2. Prepare meals utilizing the standardized heart healthy recipes and secure necessary food supplies for each meal or product.
3. Ensure all equipment is in proper operating condition. If a malfunction occurs, notify the SCC on duty.
4. Ensure all incarcerated workers are properly attired at all times ie blue shirt and blue pants.
5. Supervising and instruct incarcerated workers in the proper equipment operation, safety procedures, and sanitation of equipment and related spaces.
6. Monitor serving line for proper portion control.
7. Be responsible for the count of your designated incarcerated personnel.
8. Ensure custody procedures are adhered to and maintain a high level of security at all times.
9. Sign in and out on CDC 998-A and surrender your personal alarm and keys to your relief and/or turn back into control.

CULINARY SECURITY PROCEDURES

DOORS AND GATES:

1. Any/all entrance/exit doors adjacent to the kitchen are to always remain locked with during the feeding period.
2. All doors and gates are to be locked at all times, and unlocked only when attended by staff.
3. At no time, will any gate or door be unlocked without direct staff supervision, regardless of how short the period.
4. When any merchandise or supplies are being moved, doors are to be always attended by staff.

ALARMS:

All Culinary staff are to wear personal alarms when on duty this is **MANDATORY AND NOT AN OPTION**. Alarms will be checked per institutional policy, on a daily basis. Transmitters will be handled with care and passed only hand to hand. It is **MANDATORY NOT AN OPTION** all staff possess a whistle when on institutional grounds.

KEYS AND IDENTIFICATION CARDS (ID CARDS):

All Culinary staff are responsible to always maintain possession of their keys. At no time, are incarcerated individuals to have possession of security keys. Staff will maintain possession of their assigned key rings at all times. Staff shall know what each key operates and will be familiar with all keys assigned to them. Any discrepancies in keys shall be reported to your supervisor immediately. Employees found negligent in the loss of keys or safety equipment will be held responsible for the cost of replacement and/or modifications to structures. All staff are required to present their State ID Card to the Gate Officer and have it in their possession during working hours. Staff who forget their ID card will not be admitted to the institution and will be instructed to retrieve their ID card on their own time (docked). It is the employee's responsibility to inform their supervisor in the event the employee's action results in being late for work.

TOOLS:

All Culinary staff are responsible for possession and accountability of all tools assigned to their work area. Daily accountability sheets are to be maintained with any discrepancies being reported to your supervisor immediately.

TRASH:

All trash removed from the scullery, serving lines, cooking areas, sandwich room, or any other area of the main kitchen, will be searched under the supervision of staff. All trash is to be escorted by staff to the designated staging area. Custody staff will be responsible to search and remove trash to the outside disposal bins which will be locked upon completion.

ENTERING/EXITING CULINARY:

All incarcerated persons will be searched upon entering or exiting the Culinary, for any reason, by Custody staff only. A log will be kept on the movement of all incarcerated persons, in or out of the Culinary, with the exception of reporting and departing at assigned work hours. No other staff will release incarcerated persons from their respective work areas without utilizing the established release exit procedures.

The CSC in charge of the incarcerated crew, at the completion of the work day, will notify the Custody Officer(s) the crew has completed their duties and is ready to be searched and released by Custody staff only.

INFORMAL COUNTS/ACCOUNTABILITY:

Informal counts will be conducted of all incarcerated persons in the work area utilizing the established procedures.

Supervisors are responsible for the incarcerated persons assigned to their area. Work supervisors will be responsible to ensure all incarcerated persons in their areas of supervision are assigned. NO volunteer workers in work areas are allowed. Incarcerated persons will not be allowed on worksites during non-assigned hours. All work supervisors must have a system of incarcerated worker accountability at the worksite. The system will clearly identify the incarcerated individuals who are assigned to the work area and those who are actually on the worksite.

Supervising employees receiving incarcerated persons into their area shall attempt to locate any incarcerated persons absent from work or academic/vocational assignments. If the incarcerated person is not located within one-half hour, the supervising employee shall report the absence to the Unit Sergeant and Control. In all cases, the immediate supervisor will be notified of any incarcerated persons unaccounted for.

CULINARY EMPLOYEE CONDUCT

Certain conduct, which is detrimental to other employees and/or the California Correctional Institution, may result in disciplinary action(s). The examples of such offenses listed below are not complete and should only be considered as representing types of misconduct.

1. Insubordination, derogatory behavior toward management personnel, or refusal of job assignment.
2. Breach of confidential information.
3. Falsification of any work, personnel or reimbursement record, or incarcerated persons timekeeping records.
4. Unauthorized removal of State property or the property of another person.
5. Gross misconduct of any kind.
6. Leaving your posted position during work hours without permission.
7. Fighting, provoking a fight, or causing any other disturbance which endangers the safety of State employees, visitors, or incarcerated people.
8. Intentional falsification of time sheets, 998-A's, or any other State record.
9. Deliberate destruction, damaging or defacing of State property, or other employee's property.
10. Possessing weapons on State property.
11. Being insubordinate by refusing to comply with instructions of a supervisor.
12. Sabotage of State equipment, property, food supplies, or preparation of meals.
13. Engaging in a deliberate slow down, sit down, or work stoppage.
14. Failing or refusing to perform work assigned.
15. Substandard performance of an assigned duty or responsibility.
16. Excessive absenteeism and/or tardiness.
17. Failure to report an absence in accordance with State policy and procedures.
18. Failure to comply with safety rules and procedures.
19. Failure to immediately report a work incurred injury.
20. Carelessness or negligence in the performance of an assigned duty or in the care and use of State property.
21. Possession of, use of, or being under the influence of alcohol or drugs while at work or on State business. This includes the use of medically prescribed drugs which may induce drowsiness or slow reactions.
22. Harassment of any other employee, or disregard for the rights of any other employee.
23. Engaging in any form of prohibited gambling on State property.

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.

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 of 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

in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: The CSC supervises one (1) to (25) incarcerated individuals at a time. This includes time keeping, training and evaluating incarcerated individuals' job performance.

INCARCERATED WORKER SUPERVISORY RESPONSIBILITIES: When incarcerated persons labor is utilized, CSC is responsible for supervising

incarcerated persons conduct; maintaining strict control over materials which could be used to make weapons; maintaining time in SOMS; completing performance evaluations; and taking appropriate corrective action when established procedures are not followed. During periods of institutional lockdown or emergency, incarcerated persons labor may be limited or nonexistent.

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, skill, 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 in California State service performing the duties of a Correctional Supervising Cook, CF or II Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of meals for at least 300 persons per meal.

LANGUAGE SKILLS: Ability to communicate effectively at a level required for successful job performance, keep records and prepare reports.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commission, proportions, and percentages; multiply, divide, add, and subtract in all units of measure using whole numbers, common fractions, and decimals; and compute rate, ratio, and percent.

REASONING ABILITY: 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 of 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; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS: None

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; food accounting; use of purchase orders for food and equipment; methods of cutting and preparing meat; and training methods. Knowledge required of principles of effective supervision; laws and rules governing supervision of incarcerated individuals, including disciplinary actions, Grievances, and work incentive programs.

SPECIAL PERSONAL CHARACTERISTICS: Must have a sympathetic understanding of, and willingness to work with, the incarcerated population of a State correctional facility. Ability to demonstrate supervisory ability. Must have personal cleanliness, good sense of smell and taste and be free 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 persons. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated persons and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Frequently - approximately half the day is spent standing or walking to meetings, to the warehouse, to perform inspections, or observe food production in progress.

Walking: Frequently - approximately half of the day is spent walking, in conjunction with standing, around the food service area, or to and from meetings, the warehouse, and training classes.

Sitting: Frequently - approximately one (1) hours of each day is spent at a desk performing paperwork.

Lifting: Occasionally - up to 50 pounds of food product during lockdowns or other emergencies.

Carrying: Occasionally - will carry supplies short distance to hand carts or motorized conveyance.

Bending/Stooping: Occasionally - to perform searches, sanitation inspections, product inspection, and to retrieve files from filing cabinets.

Reaching in Front of Body: Occasionally - when required to load food carts, transfer food, or assist in the cooking of food in steam kettles.

Climbing: Occasionally - may climb to perform inventories, search for contraband, or conduct sanitation inspections.

Balancing: Occasionally - to maintain balance while climbing or working on wet surfaces.

Pushing/Pulling: Occasionally - while moving food carts or transporting food products during emergencies and when opening and closing doors and heavy gates.

Crouching/Kneeling: Occasionally - when performing searches, sanitation inspections, product inspections, and retrieving files from filing cabinets.

Fine Finger Dexterity: Occasionally - when inspecting produce or food product and/or writing and using the computer.

Hand/Wrist Movement: Frequently - while typing on a keyboard, reviewing documents, inspecting, or keying doors.

Driving Cars/Trucks/Forklifts/Other Equipment: Frequently rides in a food delivery truck when assisting in the delivery of product and the Shipping and Receiving position is required to be licensed to operate a forklift for the movement of pallets during staff shortages, occasionally operate a pallet jacks

Hearing/Speech: Constantly - to communicate by telephone or in person on an ongoing basis and when attending daily staff and production meetings and supervising incarcerated persons and staff.

Sight: Constantly - necessary to perform administrative tasks, oversee food production and sanitation measures, and to protect and maintain the safety of persons and property.

Taste: Necessary to test the quality of food product.

Smell: Necessary to test the quality of food product.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The CSC will occasionally be exposed to gas, diesel, or propane fumes from the trucks and forklifts located on the back dock or in the Warehouse; will frequently be exposed to temperature extremes and/or wet or humid conditions due to the heat generated in main kitchen scullery area, as well as freezing temperatures due to the chill blast process; and will occasionally be exposed to outdoor weather conditions when going to meetings in other buildings.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, computer, calculator, file cabinets, and facsimile machines as part of regular office duties. Additionally, the CSC must be familiar with, and able to operate, all food services equipment including professional bakery and butcher shop machinery. Frequently operate ovens, kettles, ice machine, warming ovens, meat slicers, mixers, dish machines, proofers, steam tables, blast chillers, dough machines

COMMENTS: Hours of work are TBD. A CSC must be able to work any of the shift(s) listed below and work overtime as necessary. The hours of the shifts are as follows:

1. A.M. 0330-1130
2. P.M. 1100-1900
3. Relief Varies
4. Shipping and Receiving 0730-1530

Information for this job description was obtained by reviewing the California State Personnel Board Specification for the position and through observation of duties as they are currently performed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, 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: - 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