

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-211-5480-xxx	
DIVISION / UNIT CMF / Business Services / Food Services		CLASSIFICATION TITLE Supervising Correctional Cook, DOC	
		WORKING TITLE Supervising Correctional Cook, DOC	
		TIME BASE / TENURE FT/P	CBID S15
LOCATION Solano 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			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Supervising Correctional Cook, DOC is responsible for practices, policies and procedures of the Food Services established by the Department.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Correctional Food Manager and Assistant Correctional Food Manager, the Supervising Correctional Cook (SCC), will supervise the operations of the Main Kitchen; insure that methods of food preparation, cooking and serving of meals conforms with standards set in quality and quantity set by the Department of Corrections, i.e., ACA, Food Manager's Handbook, DOM 54080 through 54080.17, California Code of Regulations, Title 15, Division 3, Department of Corrections, Chapter 3, Article 4, Section 3050 through 3055; maintain attendance records for staff; assure that the Work Incentive Program for incarcerated persons workers are enforced; submit monthly work schedules for approval; order food, materials and supplies to prepare the weekly menus; hold meetings with subordinates; weekly inspections of all Food Services areas; receive and store all direct deliveries, weekly deliveries of food and materials; conduct physical inventories; in conjunction with the Assistant Food Manager conduct training classes for staff and incarcerated persons; assist in menu planning and in the development of recipes; to take disciplinary action when necessary.			
% of time performing duties 40%	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. Supervise the Work Incentive Program, assignment of incarcerated persons; supervise the preparation and serving of meals; maintain attendance records for staff. Maintains order and supervises the conduct of incarcerated persons.		

25%	Supervise the receiving and storage of all food materials and equipment designed for the Main Kitchen. .
20%	Weekly food order, conduct meetings; supervise physical inventories; hold training classes for staff and incarcerated persons; conduct inspections of the Food Service areas.
15%	Ensure that all appropriate areas of the Health and Safety Codes, HACCP Standards, Departmental Policies and Institutional Procedures are strictly adhered to. Attend in/out service training and perform other job related duties as required. The following is a definition of 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 a workday Occasionally: Involves 1/3 or less of a workday N/A: Activity or condition is not applicable <u>Standing:</u> Occasionally stands for periods of time. <u>Walking:</u> Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes. <u>Sitting:</u> Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking. <u>Lifting:</u> Occasionally –lifts files weighing a few ounces and rarely files weighing up to 50 lbs. <u>Carrying:</u> Occasionally – this activity can be considered to require the same physical demands as lifting. <u>Stooping/Bending/Kneeling/Crouching:</u> Occasionally – stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets. <u>Reaching in Front of Body:</u> Frequently–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes. <u>Reaching Overhead:</u> Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet. <u>Climbing:</u> Occasionally – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities. <u>Balancing:</u> Occasionally – balances when using the step stool, stairs or lifts. <u>Pushing/Pulling:</u> Occasionally – has to push/pull to open file drawers, desk drawers, carts and racks. <u>Fine Finger Dexterity:</u> Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone. <u>Hand/Wrist Movement:</u> Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing. <u>Crawling:</u> N/A <u>Driving:</u> N/A <u>Sight/Hearing/Speech/Writing Ability:</u> Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.
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.	

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- 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, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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