

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>RPA #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>C&amp;P Analyst Approval</b> | <b>Date</b>                                 |
| <b>Employee Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                             |
| <b>Position No / Agency-Unit-Class-Serial</b><br>xxx-xxx-2185-xxx                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Unit</b><br>Nutrition Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                             |
| <b>Class Title</b><br>Cook Specialist I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Location</b><br>Atascadero, Coalinga, Metropolitan, Napa, Patton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                             |
| <b>Subject to Conflict of Interest</b><br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>CBID</b><br>R15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Work Week Group: 2</b>       | <b>Pay Differential</b><br><br><b>Other</b> |
| <p><b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions:</b><br/>Under the direction of the Supervising Cook I, the Cook Specialist I cooks and dispenses food required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/Hazard Analysis of Critical Control Points (HACCP); maintains order, cleanliness and sanitation; adheres to requirements for safety, security, emergency response and a non-hostile work environment; and participates in Performance Improvement activities and other miscellaneous responsibilities. All activities are completed according to hospital and department directives, policies and procedures and manuals. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                             |
| <b>% of time performing duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>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; percentage must total 100%. (Use additional sheet if necessary).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                             |
| 65%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Assists in preparing, cooking and dispensing food alongside other Cooks that is required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/Hazard Analysis Critical Control Points (HACCP).</li> <li>Assists with routine operations such as tending steam kettles, watching, turning and stirring food, obtain serving pans, carry supplies, lift up to 60 pounds, kneel, bend, stoop, twist, push, pull and stir.</li> <li>Prepare entrees, vegetables, starches, gravies, salads and modified diets by following standardized formulas and quantities specified; maintain high quality of foods by reporting any changes in raw ingredients and tasting for flavor; take and record temperatures and take and document corrective action per HACCP requirements; ensure food is protected from contaminants, per policy e.g., covered/labeled/dated; dispense prepared food to serving line and unit meals per established schedule/portions control/temperature; adhere to proper personal hygiene policies, hand washing, glove usage, and dress codes; follow standard universal precautions; and report infectious communicable diseases to prevent spreading and safeguard patients, staff, and the public from such.</li> <li>Responsibilities and provide guidance to ensure completion of work in a</li> </ul> |                                 |                                             |

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|     | <p>timely manner; provide orientation/instruction; supervises in the cleaning and utilization of kitchen utensils such as cutlery to ensure safety protocol and measures are taken when cutlery and utensils are used and to ensure the safety of staff, patients, and DSH property; and monitor that policies/procedures are followed including handwashing, dress code, blood/body fluid precautions; and reporting of infectious/communicable diseases.</p> <ul style="list-style-type: none"> <li>• Clean and maintain culinary equipment including but not limited to eating utensils, food trays, cutlery, and other supplies. Assists in inventorying all kitchen supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as cutlery and eating utensils.</li> <li>• Maintains cleanliness' and security of working areas and work materials, inspects the premises, and searches patients for contraband.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 20% | <ul style="list-style-type: none"> <li>• Maintains order, cleanliness and sanitation. Maintains cleaning schedules, ensure that utensils, equipment, and work areas are sanitized after each use per, dispose of waste/trash/recyclables as frequently as required; maintain storage areas in an orderly manner and re-stock supplies.</li> <li>• Adhere to requirements for safety, security, emergency response, and a non-hostile work environment. Examples: Visually inspect the work area for safety alerts; report concerns for malfunctioning equipment or unsafe conditions; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions per manufacturer's recommendations.; use chemicals/protective equipment per Safety Data Sheets SDS Manual; adhere to relationship security requirements; maintain secure work areas; implement role during emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and contraband searches; respond as trained in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area, maintain a non-hostile non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.</li> </ul> |
| 10% | <ul style="list-style-type: none"> <li>• Participate in Performance Improvement activities and other miscellaneous responsibilities. Examples: implement facility and departmental mission/objectives; recommend work improvements, assist with quality control monitoring; participate in meetings and training; implement improvement strategies and updated knowledge/skill through training; read and follow hospital administrative directives, Nutrition Services policies/procedures, and other required written material written materials; answer phone and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                   | respond to inquiries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5%                | Other duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Other Information | <p><b>SUPERVISION RECEIVED</b></p> <ul style="list-style-type: none"> <li>• Supervising Cook I</li> </ul> <p><b>SUPERVISION EXERCISED</b></p> <ul style="list-style-type: none"> <li>• May act as Cook Specialist II.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>KNOWLEDGE OF:</b><br/>Kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care preparation, cooking, and dispensing of food in large quantity; methods and procedures used in the operation, cleaning, and care of utensils, equipment and work areas.</p> <p><b>ABILITY TO:</b><br/>Complete satisfactorily a training program in the preparation and cooking of all food groups; follow directions; keep records; analyze situations accurately and adopt an effective course of action; read and write at a level appropriate to the classification.</p> <p><b>REQUIRED COMPETENCIES</b></p> <p><b>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION</b><br/>Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.</p> <p><b>INFECTION CONTROL</b><br/>Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p><b>SAFETY</b><br/>Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p><b>CPR</b> N/A</p> <p><b>AGE SPECIFIC</b><br/>Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:</p> <p><input type="checkbox"/> Pediatric      <input type="checkbox"/> Adolescent      <input checked="" type="checkbox"/> Adult      <input checked="" type="checkbox"/> Geriatric</p> |

**THERAPEUTIC STRATEGIES AND INTERVENTIONS - NA**

Applies and demonstrates knowledge of correct methods of Therapeutic Strategies and Interventions (TSI).

**RESTRAINT/SECLUSION N/A**

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES**

- Food Safety: Applies and demonstrates knowledge of food safety and sanitation/ HACCP principles.
- Production Methods: Applies and demonstrates knowledge of production methods including modified diet preparation.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Equipment: Applies and demonstrates knowledge of production equipment operation and cleaning.

**LICENSE OR CERTIFICATION -N/A****TRAINING - Training Category = D**

The employee is required to keep current with the completion of all required training.

**WORKING CONDITIONS****EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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|  | <p>Employee's Signature</p> <p></p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p></p> <p>Supervisor's Signature</p> <p></p> <p>Reviewing Supervisor's Signature</p> | <p>Date</p> <p></p> <p></p> <p></p> <p>Date</p> <p><u>4-13-26</u></p> <p>Date</p> |
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