DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval FA	Date 3.26.2024

Employee Name	**Division** Department of State Hospitals-Metropolitan			
Position No / Agency-Unit-Class-Serial xxx-xxx-2184-xxx	**Unit** Nutrition Services			
Class Title Cook Specialist II	**Location** Metropolitan			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R15	**Work Week Group:** 2	**Pay Differential**	**Other**

***The Department of State Hospital's mission is to provide* evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team.** You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions:
Under the direction of the Supervising Cook I, the Cook Specialist II 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; supervises and coordinates activities of Cook Specialist Is, Food Service Technicians and assigned vocational patient workers; completes reports of patient worker performance; 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).

% 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; percentage must total 100%. (Use additional sheet if necessary).**
60%	**ESSENTIAL FUNCTIONS**: • Prepares, cooks, and dispenses food, such as soups, meats, eggs, and salads, required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/Hazard Analysis Critical Control Points (HACCP). • Follow standardized formulas and prepare quantities specified; maintain high quality of foods by reporting any changes in raw ingredients and tasting for flavor, safety, etc.; maintain temperature record per HACCP requirements; ensure food is protected from contaminants and safe for patients, e.g., covered/labeled/dated; dispense prepared food to serving lines and unit meals per established schedules/portion

	control/temperature; assist with preparing Leftover Record (AT 2726) and discarding food; adhere to proper personal hygiene policies, e.g. handwashing, glove usage and dress code; no smoking/tobacco/etc. on grounds; follow standard universal precautions; report infectious/communicable diseases to prevent spreading and to safeguard patients, staff, and the public from such; complete annual health review. • Leads, trains, and coordinates work assignments for patient workers; evaluates their performance; report patient adverse behavior/document as needed for the clinical record. • Leads and coordinates activities of assigned Cook Specialist Is, Food Service Technicians, and acts as the Supervising Cook in their absence. Delegate responsibilities and provide guidance to ensure completion of work in a timely manner; provide orientation/instruction; train Cook Specialist I's in all areas of recipe preparation and encourage increased responsibility as skills develop; complete reports of patient performance; monitor that policies/procedures are followed including: handwashing, dress code, blood/body fluid precautions; reporting infectious/communicable diseases; and monitoring that equipment utilized by patient workers and Cooks within the assigned area is operated/maintained properly to ensure that safety protocol and measures are taken to ensure the safety of staff, patients, and DSH property. • Cleans and maintains culinary utensils and 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, and immediately report missing contraband. • Maintains cleanliness' and security of working areas and work materials, inspects the premises, and ensure safety and sanitation standards are met for the safety of patients, staff, and the public.
25%	• Maintains order, cleanliness and sanitation. Maintain cleaning schedules, ensure that utensils, equipment, and work area are sanitized after each use per the Sanitation and Equipment Manual; dispose of waste/trash/recyclables as frequently as required; operate/clean warewash machine including logging temperature/pressure; maintain storage areas in an orderly manner and re-stock supplies. • Adheres to requirements for safety, security, emergency response and a non-hostile work environment. Visually inspect the work area for safety alerts; report concerns/write work orders for malfunctioning equipment or unsafe conditions; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions per Sanitation & Equipment Manual; use chemicals/protective equipment per Safety Data Sheets SDS) Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in TSI; maintain

	secure work areas; implement role during “red light” 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; model and maintain a non-hostile, non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, patient rights, abuse prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
10%	• Completes reports of patient worker performance; participates 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 respond to inquiries.
5%	**MARGINAL FUNCTIONS** • Keep Supervising Cook I/II informed of production issues, product needs, production tally count issues, report damaged or repair equipment findings and other production concerns. • Other duties as assigned.
Other Information	**SUPERVISION RECEIVED** • Supervising Cook I **SUPERVISION EXERCISED** • Lead for assigned Cook Specialist Is. • May act as Supervising Cook I **KNOWLEDGE AND ABILITIES** **KNOWLEDGE OF:** Principles, procedures and equipment used in the storage, care, preparation, cooking and dispensing of food in large quantity; 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 and instructing and working with assistants and helpers from the resident population; food accounting and keeping records and preparing reports. **ABILITY TO:** Communicate at a level required for successful job performance; prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedules and prepare and follow menus, recipes, and formulas; determine food quantities necessary for groups of varying size; instruct and work with assistants

	and helpers from the resident population; keep records and prepare reports; analyze situations accurately and adopt an effective course of action. **REQUIRED COMPETENCIES** **PHYSICAL**: The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized analytical and physical work needed to carry out the essential duties of a Cook Specialist I. This includes but is not limited to working with food service equipment, wet surfaces, steam, oven temperatures >500 degrees, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to and exceeding 25 pounds, lifting and carrying up to and exceeding 25 pounds, and repetitive fine motor and hand motion. Exposed to loud noises, temperatures variations of up to and in excess of >70 and <32 degrees. **SAFETY** Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Use of PPE. **CULTURAL AWARENESS** Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively. **ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. **INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment**.** **HEALTH AND SAFETY:** Activity supports a safe and hazard workplace through practice of personal safety and vigilance in the identification of or security hazards. **CPR:** Maintain current certification if applicable. **RELATIONSHIP SECURITY:** Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security inthe work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form incompliance with HIPAA and all other applicable privacy laws.

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.
- Lead Responsibilities: Demonstrates effective techniques for coordinating the activities of assigned patients.
- Relationship Security: Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

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

LICENSE OR CERTIFICATION N/A

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

TRAINING - Training Category = 12

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain professional appearance, wear uniform that coincides with job classification, sturdy closed toe non-slip sole shoes approved for food service kitchens, MSH issued ID badge, PDAS charged up to 100%, PPE-Personal Protective Equipment as needed; no cell phones, head phones or ear pods while on duty.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- 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 can safety perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

_____ _____
Employee's Signature Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____ _____
Supervisor's Signature Date

_____ _____
Reviewing Supervisor's Signature Date
_____ _____