CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Pelican Bay State Prison	394-211-5480-VAR			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervising Correctional Cook, DOC			
	WORKING TITLE			
	Supervising Correctional Cook, DOC			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT	S15	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, California			1/1/2026	

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

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 provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Assistant Correctional Food Manager, the Supervising Correctional Cook (SCC) is responsible for one or more of the central kitchens within the facility. Is also responsible for directing, training, and

supervising the work of incarcerated persons and employees, evaluating their performance and taking or recommending appropriate action. May act for the Assistant Correctional Food Manager

% 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.
40%	Supervise culinary staff and incarcerated persons to ensure safe food handling. Implementation of Hazard Analysis Control Point (HACCP) procedures and flow charts. Kitchen production and distribution of food to incarcerated persons. Maintain a high level of sanitation and equipment maintenance. Monitor kitchen production to ensure quality and palatability. Report to the Assistant Correctional Food Manager to receive orders, instructions, information, directions, and training. Apprise the Correctional Food Manager I of all situations, always. Give orders, instructions, directions, and training to Correctional Supervising Cooks and incarcerated person workers. Generate memoranda, accident reports, work orders, and equipment repair/replacement forms as needed. Answer incarcerated person appeals (602's) as directed or needed. Complete employee performance reports as directed or needed.
35%	Report writing, record keeping, ordering, employee scheduling, and timekeeping. Inspection of the Kitchens. Attend administrative meetings. Responsible for ensuring all appropriate parts of the Health and Safety Code (Federal and State) and departmental and institutional procedures are strictly adhered to. Review daily Sign-In Sheets for overtime usage, sick time, and other authorized time off. Review 998-A's of staff to ensure accuracy, then sign them for submission to Timekeeping at the end of the pay period. Update Correctional Supervising Cook post orders each year.
10%	Maintain safety consciousness and awareness with special attention to factors, such as telephone numbers to dial in an emergency situation; alternate measures of summoning aid when the telephone is not available; location of fire evacuation plan and nearest fire extinguisher in your work area; and knowledge of the nearest break-away gurney. Report and correct any safety hazards that are observed. Use common sense in resolving safety problems.
10%	Review and sign Storeroom Supplies Orders (STD 115) for food items, cleaning products, and paper supplies from the Support Warehouse. Maintain sanitation standards by performing weekly inspections and following through on any noted discrepancies. Ensure compliance of the Incarcerated Person Work Incentive Program. Check incarcerated person timecards for kitchen workers. Personnel Management Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Responsible for performing regular inspections and audits of all areas of responsibility and touring these areas at least twice monthly. Responsible for preparing areas under supervision for upcoming audits and ensuring compliance with Corrective Action Plans.
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 in MyTime. Responsible for performing regular inspections and audits of all areas of responsibility and touring these areas at least twice monthly. Responsible for preparing areas under supervision for upcoming audits and ensuring compliance with Corrective Action Plans. Other duties as required. **Note:** Employees must read and sign the Post Order that details the duties specific to their Post Assignment.

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 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