

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 394-211-2183-VAR	MCR / HCR	
DIVISION / UNIT Food Services	CLASSIFICATION TITLE Correctional Supervising Cook, CF		
	WORKING TITLE Correctional Supervising Cook, CF		
	TIME BASE / TENURE Perm/ FT	CBID U15	WWG 2
LOCATION Crescent City, California	INCUMBENT		EFFECTIVE DATE 1/1/2026
CDCR'S MISSION, VISION and COMMITMENT			
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>			
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			

394-211-2183-VAR

Under the general direction of the Supervising Correctional Cook, the Correctional Supervising Cook (CSC) is responsible for training incarcerated person (IP) workers, and/or staff in proper food preparation techniques, food service operations and job safety to implement the feeding program.

% 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, instruct and train incarcerated person workers in the various areas of food service, including, but not limited to: cook-chill, re-thermalization and distribution; planning menus; determining the amount of food to be prepared; ensuring compliance with standardized CDCR menus and recipes; serving meals in a timely manner; maintaining a clean and sanitary work area; proper use/maintenance of culinary equipment, utensils and supplies.
35%	Supervise the conduct of IP and maintain the safety of persons and property; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspect premises and search IP for contraband; weapons and/or illegal drugs. The CSC must also communicate with the custody staff to ensure safety and security is maintained in an orderly manner.
15%	Responsible for evaluating the incarcerated person workers performance; preparing and submitting IP timecards. Prepare accident, disciplinary and supervisory reports and take or recommend appropriate action as necessary.
5%	Adhere to all rules and regulations set forth in the institutional procedures and Director's Rules; attend 40 hours of In-Service-Training annually, and On-the-Job Training as necessary. Note: Employees must read and sign the Post Order that details the duties specific to their Post Assignment.
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. Other duties as required.

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

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SUPERVISOR'S STATEMENT: <ul style="list-style-type: none">• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i>• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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