CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
SQRC	095-211-2183-XXX			1/D
DIVISION / UNIT	CLASSIFICATION TITLE: Correctional Supervising Cook, CF/ Food Services			
	WORKING TITLE			
Business Services / Food Services	TIME BASE / TENURE: PFT	CBID: U15	WWG: 2	COI: ☐ Yes No ☒
LOCATION: Facility Dining	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are
proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the Supervising Correctional Cook, this position may be assigned to the following areas: Sandwich Room, Butcher Shop, Main Kitchen, or Warehouse. Duties include, but are not limited to the following:

% 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.
30%	Instruct, lead, and supervise incarcerated persons working in the preparation and cooking of food items per the menu for the day.
30%	Maintain security of food preparation area to ensure minimization of theft. Supervise clean-up of immediate area of responsibility and other areas as needed.
25%	Dispense food items to custody staff for various units as they arrive. Establish count requirements for various units for accurate distribution of food items according to population needs. Supervise the computation and issuance of utensil requirements and portion control sheets. Supervise serving of food items to ensure adequate supply of food to fulfill population requirements.

10%	Secure area prior to start of shift. Refer to menu for items needed for the day's meal. Withdraw needed supplies for menu items. Set up preparation area for meal. Make necessary communication with units to secure inmate workers to assigned area. Prepare incarcerated persons assignment area and sheet; give instruction and training in delegating incarcerated persons responsibility according to required tasks.
5%	Attends all other training, meetings, and seminars as needed or required. Performs other duties as needed or required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches incarcerated people; documents the behavior of incarcerated people; writes reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE: Experience: One year in the California state civil service performing the duties of a Correctional Supervising Cook (Correctional Facility). OR: Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of three meals a day for at least 300 persons per meal, and: **Education:** Equivalent to completion of the eighth grade.
KNOWLEDGE AND ABILITIES: Knowledge of: Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities; 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; food accounting; use of purchase orders for food and equipment; methods of cutting and preparing meat; and training methods. Principles of effective supervision; laws and rules governing supervision of incarcerated people, including disciplinary actions, incarcerated person appeals, and work incentive programs; Departments' Affirmative Action Program objectives; a manager's role in the Affirmative Action Program, and the processes available to meet affirmative action objectives. **Ability to:** Plan palatable and adequate menus; plan, organize, and direct the work of others; adjust rations to changing needs; keep inventories and make requisitions; use of appropriate equipment; judge food quality; prepare and cook all food groups; determine food quantities necessary for groups of varying size; direct the preparation of special diets (both medical and religious); plan food production to schedule; communicate effectively at a level required for successful job performance; plan and conduct in-service training programs; analyze situations accurately and adopt an effective course of action; keep records and prepare reports. Effectively contribute to the Department's affirmative action objectives.
LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: None noted.

SPECIAL PERSONAL CHARACTERISTICS: Sympathetic understanding of and willingness to work with the resident population of a State Correctional Facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated people or wards.
Assignments include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.
The following is a definition of the 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 workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Constantly - to supervise the preparation and serving of food; supervise the sanitation of equipment and cooking utensils/appliances;
Walking: Occasionally - to deliver food carts to lock up units, inspect dining halls, or confer with other staff.
Sitting: Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.
Lifting: Frequently - to move cases of food/supplies, paperwork, files, binders and office supplies weighing up to forty pounds.
Carrying: Occasionally - to move the above noted items short distances within the office.
Bending/Stooping: Occasionally - to access utensils/equipment under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.
Reaching in Front of Body: Frequently - to access utensils/equipment, a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.
Reaching Overhead: Occasionally – to access utensils/equipment, retrieve files from the top shelves of a five-shelf vertical file.
Climbing: To utilize stairs
Balancing: To maneuver the uneven terrain in and around the institution.
Pushing/Pulling: Occasionally - to open and close drawers and binders, to deliver food carts to lock up units.
Kneeling/Crouching: N/A.
Crawling: N/A
Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.
Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes. **Driving Cars/Trucks/Forklifts or Other Moving Equipment:** N/A
Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.
Sight: Constantly - to access a computer, read, review and generate paperwork.

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.
The Supervising Correctional Cooks works in a kitchen area where employees share a desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Correctional Supervising Cook may occasionally walk outside to obtain paperwork or deliver food carts.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Various kitchen utensils/equipment, telephone, personal computer, printer, l0-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours vary to accommodate institutional need.
Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

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