CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Cook Specialist 2	REPORTING UNIT NUMBER 660
DIVISION/BRANCH OR CENTER Region 2	LOCATION Greenwood
CLASS TITLE Cook Specialist 2	POSITION NUMBER DATE EFFECTIVE 533-660-2184-XXX

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
2 – 4	Culinary Specialists		
4 – 10	Kitchen Corpsmembers		

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the supervision of the Supervising Cook 1, the Cook Specialist 2 is responsible for leading the implementation of the center food service program. The specific functions include, but are not limited to, the following:

Relative Time Required	
33%	Prepare food for the center Corpsmembers and visiting guests. Direct Cook Specialist Corpsmembers and other Corpsmembers in the preparation of meals that are nutritionally balanced which include vegetarian, various ethnic dishes, and home-baked products. Assist with weekly menu planning to ensure nutritionally balanced meals, and adjust portions to population being served. May make adjustments to menus when needed. Record daily time sheets for Corpsmembers working in the kitchen.
32%	Maintain a sanitary and safe working environment within the kitchen. Maintain safety standards and proper use of equipment and kitchen utensils. Inspect kitchen, dining room, and outside areas for proper sanitation. Ensure Culinary Specialists and Kitchen Helpers comply with sanitation and safety requirements.
15%	Provide quality food service training for Corpsmembers; supervise Corpsmembers in training to be Cook Specialists in civil service; educate Culinary Specialists and Corpsmembers in sanitation and safety

	principles, the proper storage of food supplies, use of knives/utensils and equipment, kitchen procedures/operations and food preparation/handling. Assist in the implementation of a Culinary Specialist training program complete with classroom materials audio visual aids, tests, evaluations and certificates.
10%	Account for all meals served. Prepare all necessary paperwork/reports for food service areas. Assist Supervising Cook and Administrative Officer in regard to purchase order preparation and Cal Card purchases. Communicate necessary information to the Supervising Cook for smooth transition from one shift to the next; act as Supervising Cook in his/her absence. Report any repair issues for equipment to supervisor.
5%	Responsible for independently administering kitchen orientation, training, evaluation, para-counseling, morale and first stage discipline of all Corpsmembers involved in the center food service program. Provide and maintain a harmonious working environment through a positive attitude and techniques to resolve conflicts with the kitchen crew. Take action, when needed, at the first discipline level for Corpsmembers. Report and evaluate the performance of Corpsmembers who directly work under the Cook's supervision on a daily and monthly basis. Document any issues or problems in the kitchen to ensure effective Corpsmember development in the program.
5%	Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and discussed these duties with my supervisor.

Employee Print/Signature	Date

I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Print/Signature	Date

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Cook Specialist 1	REPORTING UNIT NUMBER 660
DIVISION/BRANCH OR CENTER Region 2	LOCATION Greenwood
CLASS TITLE Cook Specialist 1	POSITION NUMBER 533-660-2185-XXX EFFECTIVE DATE

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
		2 - 4	Culinary Specialists
		4 - 10	Kitchen Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the supervision of the Supervising Cook 1, the Cook Specialist 1 is responsible for assisting in the preparation of cooking and dispensing food for the center food service program. The specific functions include, but are not limited to, the following:

Relative Time Required

33% Assist with the preparation of food listed on the daily menus for the center Corpsmembers and visiting guests. Direct Culinary Specialists and other Corpsmembers in the preparation of meals that are nutritionally balanced which include vegetarian, various ethnic dishes, and home-baked products. Follow the menu to create nutritionally balanced meals, and adjust portions to population being served. Record daily time sheets for Corpsmembers. May assist with weekly menu planning with the goal of learning the process.

33% Maintain a sanitary and safe working environment within the kitchen. Maintain sanitation, safety standards, and proper use of equipment and kitchen utensils. Ensure Culinary Specialists and Kitchen Helpers comply with sanitation and safety requirements.

14% Provide quality food service training for Corpsmembers for less complex duties such as cleaning dishes, utensils, and equipment; preparing various types of produce; and other miscellaneous cleaning duties. Help educate the Culinary Specialists and other Corpsmembers in sanitation and safety principles, the proper storage of food supplies, use of knives/utensils and equipment, kitchen procedures/operations and food preparation/handling. Participates in the kitchen orientation, training, evaluation, para-

	counseling, morale and first stage discipline of all CMs involved in the center food service program. Assist in the implementation of a Culinary Specialist training program complete with classroom materials audio visual aids, tests, evaluations and certificates.
10%	Assist the Supervising Cook to account for meals served at the assigned center. Provide necessary information to the Supervising Cook to complete paperwork and reports for food service areas. Report any repair issues for equipment to supervisor. Assist with requisitioning, receiving, inspecting, storing, and inventorying food/supplies. Communicate necessary information to the Supervising Cook for smooth transition from one shift to the next.
5%	Provide and maintain a harmonious working environment through a positive attitude and technique to resolve conflicts within the kitchen crew. May participate in the first level of discipline for Corpsmembers working in the kitchen. Report and evaluate the performance of Corpsmembers who directly work under the Supervising Cook's supervision on a daily and monthly basis. Assist in documenting any issues or problems in the kitchen to ensure effective Corpsmember development in the program.
5%	Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and discussed these duties with my supervisor.

Employee Printed Name & Signature	Date

I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Printed Name & Signature	Date