CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
High Desert State Prison	934-211-2183-XXX			1 / D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Supervising Cook, CF			
	WORKING TITLE			
Business Services Division	Correctional Supervising Cook, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R15	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Food Services				

CDCR'S MISSION and VISION

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

Under the general supervision of the Business Services Department.

GENERAL STATEMENT

Under the direction of the Supervising Correctional Cook, DOC, the Correctional Supervising Cook, CF supervises and directs incarcerated people assigned in the preparation and service of food for the incarcerated individual population. Responsible to receive, store, rotate, prepare, and re-thermalize food. Responsible to ensure proper quantity, quality, and acceptable appearance of food service incarcerated individuals. Responsible for sanitation of Food Services areas. Coordinates activities with other Correctional Supervising Cooks.

% 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.
20%	Supervises and directs incarcerated people in the preparation, re-thermalization of food items and cleaning and sanitation and serving the incarcerated individual population including religious diets
15%	Supervises and directs incarcerated people in the preparation and distribution of food where applicable.
15%	Receives, stores, and rotates food and supplies from the Central Kitchen and Warehouse.
10%	Inventories storage levels of food and supplies in the storerooms and refrigerated storage. Ensures that all items are utilized as required. Inspects stock for quality and usage. Orders supplies and stationary on a weekly basis.

10%	Prepares reports, both written and oral. Prepares daily production schedules. Prepares daily meal logbook, meal sample reports, temperature logbook and food usage sheets, HACCP and any other reports required.
10%	Provides safety and operational training for incarcerated people.
10%	Maintains Incarcerated individual Work Incentive records and reports. Prepares daily timecards and time sheets for assigned incarcerated people. Assigns incarcerated individual pay numbers, monitors, and evaluates incarcerated individual performance. Prepares incarcerated individual disciplinary reports and counseling chronos.
5%	Monitors equipment, refrigeration, safety, security, and sanitation in area of assignment and surrounding areas.
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 by the due date.

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 prison incarcerated individuals, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- 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