CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Correctional Training Facility	101-211-2183-XXX			1/D
DIVISION / UNIT	Correctional Supervising Cook, CF			
	WORKING TITLE			
Food Services	Correctional Supervising Cook, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/Full	U15	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad				

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 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

The Correctional Supervising Cook, CF is responsible for the delivery and accountability of food and food preparation supplies to other areas of the institution; and the sanitation and safety of the work area.

GENERAL STATEMENT

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

Under the direction of the Supervising Correctional Cook, in a large correctional culinary program, the Correctional Supervising Cook is responsible for the delivery and accountability of food and food preparation supplies to other areas of the institution; and the sanitation and safety of the work area.

% 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.
35%	The proper arrangement and set-up of food items and food transport carts for deliveries to facility pantries and other areas. Ensures delivery of all food items to meet the posted menu requirements of each facility.
30%	Advises pantry personnel, including inmate crews, in appropriate food service procedures including rethermalization methods, sanitation standards, food preparation, food handling, storage, transport procedures, and use of equipment. Maintains inventory control of food items during loading and unloading. Performs daily inspections of the pantries.
20%	Supervises and trains incarcerated persons (IP) crew in the proper sanitation of the work area and equipment. Maintains control of tools used in the work area. Maintains discipline and control of IPs in the work area. Prepares documentation on discipline or incidents as required. Maintains proper records.

10%	Prepares and corrects for shortages in food items. Makes adjustments in reference to population count and in conjunction with pantry supervisors and with the approval of the distribution supervisor. Attends a daily meeting to coordinate food production and distribution with other Food Services staff.
5%	Attends a minimum of 40 hours of In-Service Training annually. Fills in for absent Supervising Cooks in other assignments as required. Performs hands-on food processing when inmate labor is not available. 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 REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison IPs, 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 time line 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