DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	076-213-2183-XXX
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE
Medical Services - Dietary	Correctional Supervising Cook, CF
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

PRIMARY DOMAIN:

Under the direction of the Food Administrator I/II, Correctional Facility (CF) or the supervision of the Supervising Correctional Cook, DOC, the Correctional Supervising Cook, CF, supervises and trains staff and the incarcerated workers responsible for preparing meals for patients in a correctional health care facility and oversees the preparation and dispensing of therapeutic diets per physician orders. Ensures staff and the incarcerated workers follow all departmental and institutional policies and procedures including, Title 15, Department Operations Manual, California Code of Regulations Title 22, Standard Operational Procedures, Diet Manual, California Retail Food Code, and Food & Nutrition Services Manual. The Correctional Supervising Cook, CF supervises the cleaning and sanitation of the kitchen facility and equipment. Maintains order and supervises the conduct of the incarcerated and protects and maintains the safety of persons and property.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
40%	Assigns work, supervises, and instructs staff and the incarcerated workers in preparing, cooking, and dispensing food to patients. Oversees the preparation and dispensing of therapeutic diets. Plans menus in accordance with the established food allowance, ensures compliance with standardized menus and recipes, reviews therapeutic menus, and ensures staff and the incarcerated helpers follow clinical instructions, and determines the amount of food to be prepared. Oversees cleaning and sanitation methods related to food preparation, serving utensils, equipment, floors and other surfaces. Ensures the incarcerated workers stay in their specified work area and are dressed and groomed properly in accordance with the established sanitation and apparel requirements. Oversees all equipment and tools issued to the incarcerated workers. Maintains constant control of kitchen facility keys and cooking tools and equipment. Evaluates staff performance and takes corrective action as needed.

25%	Instructs staff and the incarcerated worker on proper use of equipment and tools. Maintains a cleaning schedule for work areas. Assigns cleaning tasks to each the incarcerated worker. Ensures all the incarcerated workers perform productive work daily. Ensures staff provides performance evaluations to the incarcerated workers and takes appropriate corrective action as needed. Conducts safety and security checks. Protects and maintains the safety and security of persons and property. Inspect work areas. Conducts searches of the kitchen area for contraband such as food, chemicals, weapons, or illegal drugs.
20%	Conducts on-site inspections of the areas cleaned by the incarcerated workers. Maintains sanitary working conditions to ensure compliance with the Division of Occupational Safety and Health regulations, Title 22, and the California Retail Food Code. Conduct inventory of deliveries for accuracy and temperatures. Maintains a log of daily activities. Ensures Employee Record Of Attendance (CDCR 998-A) timesheets are completed accurately. Checks and responds to e-mails, and inputs the incarcerated workers' time into the computer on a daily basis.
10%	Reviews and implements staff and the incarcerated training plans or modules as instructed by upper management. Provides on-the-job training to staff and the incarcerated on a variety of topics including food preparation, cooking methods, food safety and sanitation, and cooking equipment use and maintenance.
5%	Performs other duties as directed.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of 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 (i.e., Hazard Analysis Critical Control Point Programs); food values as well as nutritional and economical substitutions within food groups; principles of effective supervision; food accounting; use of purchase orders for food and equipment; training methods and a manager/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. *Ability to:* Plan palatable and adequate menus; plan, organize, and direct the work of others; keep records; prepare reports and memorandums; communicate at a level required for successful job performance; keep inventories and make requisitions; use appropriate equipment; judge food quality; determine food quantities necessary for groups of varying sizes; prepare and cook all food groups; direct the preparation and distribution of special diets; plan food production to schedule; plan and conduct In-Service Training programs; and analyze situations accurately and take effective action and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment **DESIRABLE QUALIFICATIONS** **OTHER DOMAINS** **SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT** • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

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 the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of personal and real property.

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.
- 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.
- 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.
- Ability to work independently and as part of a team; and open-mindedness, flexibility, and tactfulness.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE