CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM		POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Richard J Donovan Correctional Facility		030-211-5480-400			1
DIVISION / UNIT		CLASSIFICATION TITLE			
		Supervising Correctional Cook (DOC)			
		WORKING TITLE			
Business Services Division Food Service		Supervising Correctional Cook (DOC)			
		TIME BASE / TENURE	CBID S15	WWG 2	COI Yes ☒ No ☐
LOCATION	REVISION DATE	INCUMBENT		EFFECTIVE DATE	
480 Alta Road, San Diego, CA 92179	12/4/2024				

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

The Correctional Food Services (Department of Corrections) series of classes describes responsibility for coordinating all food services activities in a correctional institution. Incumbents supervise the maintenance of culinary equipment, supplies, and work areas; train culinary workers; maintain order and supervise the conduct of persons committed to the California Department of Corrections; prevent escapes and injury by these persons to themselves, others, or property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals for contraband, such as weapons or illegal drugs.

This is the first supervisory senior level in the series. In addition to the duties of the Correctional Supervising Cook (Correctional Facility), may have responsibility for one of the central kitchens in a multifacility; incumbents direct, train, and supervise the work of incarcerated individuals and employees; evaluate their performance and take or recommend appropriate action; and act for the Assistant Correctional Food Manager (Department of Corrections).

GENERAL STATEMENT

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

Under the direction of the Assistant Correctional Food Manager, the Supervising Correctional Cook provides services to the Administrative and line staff in all aspects of Food Services. The Supervising Correctional Cook is responsible for the following activities:

% 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%	Plan, organize and supervise the preparation of the meals. Plan, organize and supervise the dining/serving areas. Communicate and coordinate with the other Supervising Correctional Cooks ensuring continuity of workflow without interruption.
20%	Prepare written instruction sheets for Correctional Supervising Cooks, Central Kitchen, and Correctional Supervising Cooks, Dining Areas. Communicate with support staff in all production areas (food preparation,

	dining/serving areas, meat cutting, baking). Record daily attendance of support staff. Refer to menu to insure proper utilization of food items and equipment per menu.
20%	Coordinate with other Supervising Correctional Cooks in planning menus within the established food allowance. Coordinate all staff members to insure smooth, uninterrupted workflow.
15%	Plan, schedule, and implement In-Service Training for support staff.
10%	Plan, organize and supervise the weekly/monthly cleaning/maintenance schedules for staff, Central Kitchen, and dining/serving areas.
05%	Participate in appropriate In-Service Training; perform other duties as required.

SPECIAL REQUIREMENTS

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