CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CDCR Salinas Valley State Prison	936-211-2183-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Supervising Cook (Correctional Facility)			
	WORKING TITLE			
Business Services / Food Services	Correctional Supervising Cook (CF)			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R15	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, CA				

CDCR'S MISSION, VISION and COMMITMENT

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

General statement highlighting the Division's role and responsibilities.

GENERAL STATEMENT

Under the direction of the Supervising Correctional Cook, plan, organize, supervise, and assist in the preparation, cooking, and serving of food; supervise the maintenance of Culinary equipment, supplies, and work; instruct and enforce proper safety standards; maintain order and supervise the conduct of incarcerated persons protect and maintain the safety of persons and property; do other work as required.

% 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.
40 %	Directly supervises assigned IP workers, provides initial and follow-up training for IP workers weekly, maintains inventories of food and supplies also maintains security in his or her area of responsibility. Prepares IP disciplinary reports as needed. Checks food and non-food items to ensure that the correct items were delivered, stored and served at the right temperature according to the Hazardous Analysis Critical Control Point procedure and at sufficient quantities to feed the IP population in order to avoid stoppages in the feeding program. Ensure no food is stolen or misused. Ensure that approved food or a substitute as authorized by the Food Manager or designee is served every meal. Supervises and trains IP cooks weekly in proper food handling techniques, portion control, and storage of all food and non-food items and proper usage and maintenance of equipment utilized in his/her work area..
20 %	Receives, stores and rotates food and supplies from the Central Kitchen and Warehouse. Inventories storage levels of food, supplies and chemicals in the storerooms and refrigerated storage. Ensures that all items are utilized as required. Inspects stock for quality and usage. Monitors equipment, refrigeration, safety, security and sanitation in area of assignment and surrounding areas. Attends In-Service Training and received on the job training. Completes LMS mandatory yearly training.
20 %	Work schedules may vary according to voluntary and involuntary overtime based on Institutional needs incumbent may be redirect when needed.
10 %	Prepares daily meal log book, meal sample reports, temperature log book, Housing Area Search logs and food usage sheets. Provides safety and operational training for IP workers. Prepares daily time cards and time sheets for assigned IP workers. Assigns IP pay numbers monitors and evaluates IP performance. Prepares IP disciplinary reports and counseling chronos.
5 %	Responsible for accurately signing-in and signing-out daily sign in/out sheets, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A and submit by due date.
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 incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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**