DUTY STATEMENT
DSH3002 (Rev. 07/2026)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Department of State Hospitals			
Position No / Agency-Unit-Class-Serial	**Unit** Nutrition Services			
Class Title Supervising Cook I	**Location** Patton			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** **S15**	**Work Week Group: 2**	**Pay Differential**	**Other**

Under the direction of the Food Manager, supervises patient meal preparation, allocation, distribution, and adherence to HACCP (Hazard Analysis and Critical Control Point) plan; delivers instruction and training to employees, evaluates their performance, and takes or recommends appropriate action; supervises the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas; conducts inspections and maintains safe food handling practices and standards of safety and sanitation; orders, requisitions, receives, inspects, stores, and inventories supplies; supervises garbage disposal; as required, determines the amount of food to be prepared; keeps records and prepares reports.

% 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; percentage must total 100%. (Use additional sheet if necessary).**
40%	**ESSENTIAL FUNCTIONS** **Production Responsibility** Responsible for the preparation and serving of food for all patients and authorized special guests. Responsible for accuracy of requisitioning food, supplies, and materials. Responsible for the accurate calculation and adjustments of all recipes daily utilizing Computrition software. Calculate the amount of food to requisition based on patient population. Responsible for the preparation, delivery and service of all special function specialty foods. Responsible for serving as lead cook, as necessary. Responsible for adherence of HACCP plan during receiving, food storage, preparation, production, distribution, and cleaning. Requisition of food and supplies from the warehouse in a timely manner and in the proper quantities to ensure adequate stock of food and supplies on hand, utilizing Computrition. Supervise and monitor employees in the training of others in the implementation of safe food handling practices (e.g. proper hand washing, time/temperature, label/date, cross contamination, etc.) in order to prevent foodborne illness or death of staff and/or patients under the direction of their supervisor.

	Inspect food preparation, storage areas and equipment for sanitation and safety. Responsible for maintaining adequate quantity and quality of culinary utensils and equipment. Interpret the food temperature logs to ensure that food is stored and served at the required temperatures utilizing thermometers, temperature probes and record logs. Responsible for assuring proper monitoring of all ROP (Reduced Oxygen Packaging) and Cook-Chill food products, cold storage equipment, and dish machine temperatures and entry in temperature logs. Coordinate staff/employees in the preparation and safe handling or food items (e.g., meats, cheeses, fruits, drinks, snacks, condiments, etc.) to produce large quantities of meals served during emergencies (e.g., power outages, extreme weather, etc.).
40%	**Personnel Management** Supervise, train and monitor food service staff, employees in the preparation, cooking, and dispensing of food in order to provide meals for patients, utilizing personal experience, On the Job Training (OJT), HACCP guidelines, policies and procedures, etc., under the direction of the Food Manager. Monitor staff and employees to ensure personal hygiene standards and dress code (e.g. grooming, cleanliness, Personal Protective Equipment [PPE], etc.). Supervise employees in the cleaning and sanitizing of cooking utensils, equipment and work areas in order to keep the food service areas sanitary and orderly Supervise and monitor employees in the prevention of accidents and injuries in the food service area (e.g., wet floor signs, verbal warnings, use of PPE, etc.) Responsible for development of organized work production assignment sheet. Monitors the daily production staff for attendance and performance. Responsible for daily cleaning schedules to maintain strict levels of housekeeping. Conducts personnel evaluations, formal counseling and incident reports and forward to Food Manager for review. Conduct safety and sanitation inspections of food service work areas to ensure compliance with health and safety standards, utilizing the California Retail Food Code, Injury and Illness Prevention Program (IIPP), HACP guidelines, food service inspection reports, etc. under the direction of the Food Manager. Assume the duties and responsibilities of their upper chain of command, in the absence of their supervisor.
20%	**Interpersonal Relationships** Maintains communications with all intra- and inter-departmental staff as needed. Maintain communications with all cafeteria staff i.e., Food Service Supervisors, Food Service Technicians. Conduct hiring interviews to fill vacant position in the food service areas. Lead and participate in various staff meetings to promote an exchange of information, share policy and regulation updates, etc., utilizing communication skills, supervisory techniques, personal experience, etc., In compliance with departmental policies and procedures.

	Participates and provides a leadership role in quality improvement. Assists in providing Dietetic Interns with supervised practice. Conducts orientation for new staff in order to familiarize them with the safety and securing of the facility, utilizing formal training, communication skills, and the departments rules, policies, and procedures.
Required Competencies	**SUPERVISION RECEIVED:** The Supervising Cook I is under the direction of the Food Manager. **SUPERVISION EXERCISED:** The Supervising Cook I has supervisory responsibility over the Cook Specialist II, Cook Specialist I, and Food Service Technicians. **ABILITY TO:** Plan palatable and adequate menus; plan, organize, and direct the work of others; keep records and prepare reports; keep inventories and make requisitions; use appropriate equipment; determine food quantities necessary for groups of varying size; direct the preparation of various diets (e.g., allergy, therapeutic, religious, medical, etc.) to verify and ensure proper receipt of designated food items are being properly served to patients; plan food production to schedule; plan and organize large food production according to standardized menus to ensure meals are prepared and served in a timely and cost-effective manner; safely lift at least 50 pounds in order rot accomplish day-to-day activities duties and responsibilities; plan and conduct in-service training programs; analyze situations accurately and take effective action; effectively contribute to the department's affirmative action objectives. **KNOWLEDGE OF:** operating kitchen and cooking equipment (e.g., mixers, steamers, ovens, etc.), used in the care, preparation, cooking, and dispensing food in large quantities, in order to prepare nutritious meals, promote safety, and accomplish day to day tasks in a safe and healthy environment; advanced food handling sanitation (e.g. HACCP) procedures in order to prevent foodborne illness and cross-contamination. principles of effective supervision; food accounting; use of purchase orders for food and equipment; training methods; departments Equal employment Opportunity Program (EEOP) objectives in order to provide a safe and healthy workplace and to comply with the laws, rules, and regulations. **TECHNICAL PROFICIENCY (SITE SPECIFIC):** has knowledge of proper use of all equipment in the production area, using appropriate equipment (e.g., slicer, dicer, steam kettle, etc.) to provide safe and proper training of staff for the successful operation of the food service program. Proficient in the use of Microsoft Office and Computrition software. **ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

	INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment. **HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. **THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy. **CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively. **RELATIONSHIP SECURITY**: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. **PHYSICAL REQUIREMENTS –** Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform duties contained in this duty statement. Usual duties to include but not limited to standing and walking for prolonged periods of time. Bending, stooping, pushing, pulling, and lifting loads up to 50 pounds. Routinely pushing, pulling, manipulating food transit carts and hot carts.
License or Certification	It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service. NOT APPLICABLE.
Training	The employee is required to keep current with the completion of all required training.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat

	health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ _____ Supervising Cook I (Employee Signature) Print Name Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ _____ Classification (Supervisor Signature) Print Name Date _____ _____ _____ Classification Reviewing Supervisor Signature Print Name Date