CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
WASCO STATE PRISON-RECEPTION CENTER	180-211-2183-042			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	CORRECTIONAL SUPERVISING COOK, CF			
	WORKING TITLE			
	CORRECTIONAL SUPERVISING COOK			
DIVISION OF ADULT INSTITUTIONS/FOOD SERVICES	TIME BASE / TENURE	CBID	WWG	COI
	FULL TIME/ LIMITED TERM	R15	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
WASCO, 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

Facility Operations Division is committed to ensuring the operation of safe and secure Institutional settings for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Correctional Training and Rehabilitation Authority (CALCTRA), various community colleges, and community volunteers to provide meaningful rehabilitative programs throughout all institutions.

GENERAL STATEMENT

Under the supervision of the Supervising Correctional Cook, the Correctional Supervising Cook supervises and directs incarcerated workers in the preparation and service of food for the incarcerated population. The Correctional Supervising Cook maintains

incarcerated person timecards in Strategic Oversight Management System (SOMS). Follows the Institutional Workers Supervision Pay (IWSP) guidelines and procedures. Responsible for ensuring proper quantity, quality and acceptable appearance of food items. Maintains all standards set forth in the Food Service Handbook, Departmental Operations Manual (DOM), Title 15 and California Retail Codes.

% 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%	Supervises and directs incarcerated workers in the preparation and re-thermalization of food items. Ensures the proper food preparations and handling techniques are utilized. Monitors temperature and quality of food items. Maintain incarcerated person timecards. Follows the Institutional Workers Supervision Pay (IWSP) guidelines and procedures per Operational Procedure, WSP-124.
25%	Supervises and directs incarcerated workers in the preparation and distribution of all meals. Receives, stores and rotates food and supplies from the Central Kitchen and Warehouse.
20%	Monitors equipment, refrigeration, safety, security and sanitation in area of assignment and surrounding areas. Inventories storage levels of food and supplies in the storerooms and refrigerated storage. Ensures that all items are utilized as required. Inspects stock for quality and usage.
15%	Provides safety and operation training for incarcerated workers. Maintains Incarcerated Person Work Incentive records and reports. Prepares daily timecards and time sheets for assigned incarcerated workers. Assigns incarcerated worker pay numbers, monitors and evaluates incarnated person performance. Prepares incarcerated person disciplinary reports and counseling chronos.
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. Attend staff meetings and mandatory In-Service-Training.

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

- 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**