CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
California Medical Facility (CMF)	076-211-2183-XXX			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Correctional Supervising Cook, CF			
	WORKING TITLE			
CMF / Business Services / Food Services	Correctional Supervising Cook, CF			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	U15	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Solano County				

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.

CALIFORNIA MODEL

California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Correctional Supervising Cook, CF is responsible for practices, policies and procedures of the Food Services established by the Department.

GENERAL STATEMENT

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

Under the direction of a Supervising Correctional Cook (SCC), supervise and instruct incarcerated person cook crews in preparation, cooking and serving of meals following the weekly menu and standardized cooking recipes. Supervise the preparation of sack lunches, fresh fruits, and vegetables for cooking and serving, maintain good sanitary standards of the kitchen and its equipment. Complete requisitions reports, refrigerator temperatures and log sheets as required. Maintain security of doors to kitchen at all times. Ensure that all kitchen policies and procedures are enforced and followed by incarcerated persons under your supervision. Perform other related functions and duties as directed by the SCC's, Assistant Correctional Food Manager or Correctional Food Manager.

% 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%	Supervise an incarcerated person work crew in the preparation, cooking and serving of meals to the incarcerated person population. Inspect all culinary workers in regard to personal cleanliness. Ensure that the appropriate quantities of foods are prepared with attention to quality and appearance.
30%	Maintain proper cleanliness and sanitation of the entire culinary area; and ensure the proper maintenance and repair is kept on all equipment; keep a daily temperature log on all refrigeration areas and ensure that all foods are properly stored in accordance with State Law.
25%	Timekeeping for assigned incarcerated person workers, following the CCR Title 15 IWTPI procedures. Maintain all records pertinent to the operation of the culinary. Adhere to all CDCR guidelines along with the Title 15 in regard to disciplinary and corrective actions necessary to ensure safety and security and to maintain order of the incarcerated person crew.
5%	Maintain MSDS on all chemicals and train incarcerated person crew in the proper handling of all chemicals in accordance with the Codes of Safe Practices for equipment and chemicals.
5%	Attend in/out service training and perform other job related duties as required.
	Knowledge and Abilities:
	***Knowledge of*:** development of therapeutic diets.
	The following is a definition of on-the-job time spent in physical activities: Constantly: Involves 2/3 or more of a workday Frequently: Involves 1/3 to 2/3 of a workday Occasionally: Involves 1/3 or less of a workday N/A: Activity or condition is not applicable
	Standing: Occasionally stands for periods of time. **Walking:** Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes. **Sitting:** Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking. **Lifting:** Occasionally –lifts files weighing a few ounces and rarely files weighing up to 50 lbs. **Carrying:** Occasionally – this activity can be considered to require the same physical demands as lifting. **Stooping/Bending/Kneeling/Crouching:** Occasionally – stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets. **Reaching in Front of Body:** Frequently–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes. **Reaching Overhead:** Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet. **Climbing:** Occasionally – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities. **Balancing:** Occasionally – balances when using the step stool, stairs or lifts. **Pushing/Pulling:** Occasionally – has to push/pull to open file drawers, desk drawers, carts and racks. **Fine Finger Dexterity:** Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone. **Hand/Wrist Movement:** Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing. **Crawling:** N/A **Driving:** N/A

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The incumbent may at any time utilize a computer, a printer, a telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.

GENERAL POST ORDER ADDENDUM

General requirements: Incarcerated persons/patients with disabilities are entitled to reasonable modifications and accommodations to CDCR policies, procedures, and physical plant to facilitate effective access to CDCR programs, services, and activities. These modifications and accommodations might include, but are not limited to, the following:

- Measures to ensure effective communication (see below);
- Housing accommodations such as wheelchair accessible cells, medical beds for incarcerated persons/patients who cannot be safely housed in general population due to their disabilities, dorm housing, or ground floor or lower bunk housing;
- Health care appliances such as canes, crutches, walkers, wheelchairs, glasses, and hearing aids;
- Work rules that allow the incarcerated person/patient to have a job consistent with his/her disabilities. Medical staff shall provide appropriate evaluations of the extent and nature of incarcerated persons' disabilities to determine the reasonableness of requested accommodations and modifications.

Equally Effective Communication: The Americans with Disabilities Act (ADA) and the *Armstrong* Remedial Plan require CDCR to ensure that communication with individuals with disabilities is equally effective as with others.

- Staff must identify incarcerated persons/patients with disabilities prior to their appointments.
- Staff must dedicate additional time and/or resources as needed to ensure equally effective communications with developmental disabilities. Effective communication measures might include slower and simpler speech, sign language interpreters, reading written documents aloud, and scribing for the incarcerated persons/patient. Consult the ADA Coordinator for information or assistance.
- Staff must give primary consideration to the preferred method of communication of the individual with a disability.
- Effective communication is particularly important in health care delivery settings. At all clinical contacts, medical staff must document whether the incarcerated persons/patient understood the communication, the basis for that determination, and how the determination was made. A good technique is asking the incarcerated person/patient to explain what was communicated in his or her own words. It is not effective to ask "yes or no" questions; the incarcerated person/patient must provide a substantive response indicating understanding of the matters that were communicated.
- Staff must obtain the services of a qualified sign language interpreter for medical consultations when sign language is the incarcerated persons/patients' primary or only means of communication. An interpreter need not be provided in an incarcerated person/patient knowingly and intelligently waives the assistance, or in an emergency situation when delay would pose a safety or security risk, in which case staff shall use the most effective means of communication available such as written notes.

DECS: The Disability Effective Communication System (DECS) contains information about incarcerated persons/patients with disabilities. Every institution has OECS access and staff must review the information it contains in making housing determinations and providing effective communication.

Housing restrictions: All incarcerated persons/patients shall be housed in accordance with their documented housing restrictions such as lower bunks, ground floor housing, and wheelchair accessible housing, as noted in

DECS and their central and medical files. All staff making housing determinations shall ensure that incarcerated persons/patients are housed appropriately.

Prescribed Health Care Appliances (including dental appliances): Staff (health or security) shall not deny or deprive prescribed health care appliances to any incarcerated person/patient for whom it is indicated unless (a) a physician/dentist has determined it is no longer necessary or appropriate for that incarcerated person/patient, or (b) documented safety or security concerns regarding that incarcerated person/patient require that possession of the health care appliance be disapproved. If a safety or security concern arises, a physician, dentist, Health Care Manager, or Chief Medical Officer shall be consulted immediately to determine appropriate action to accommodate the incarcerated person/patient's needs.

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