CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

REV 2/2026

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)		MCR / HCR
Division of Administrative Services	048-104-5479-001		1/D
DIVISION / UNIT	CLASSIFICATION TITLE		
Peace Officer Selection and Employee Development Office of Training and Professional Development Correctional Training Center Food Services	ASSISTANT CORRECTIONAL FOOD MANAGER, DEPARTMENT OF CORRECTIONS		
	WORKING TITLE		
	ACFM, DOC		
	TIME BASE / TENURE	CBID	WWG / COI
	FT/P	S15	2 / Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE
Twin Cities Road, Galt 95632			

CDCR'S MISSION and VISION

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

Office of Training and Professional Development – Correctional Training Center prepares cadets to become Correctional Officers by providing on-site institutional training. The Correctional Training Center also provides training for current CDCR staff with a variety of specialized custody trainings to assist in strengthening their skills physically and mentally.

GENERAL STATEMENT	
Under the direction of the Correctional Business Manager I (CBM I), Department of Corrections, the Assistant Correctional Food Manager, is responsible for the overall management and supervision of the Food Service Unit (FSU), a 24-hour program, at the Correctional Training Center. Duties include but are not limited to:	
% 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%	Management of the FSU operations to include proper food quality, delivery, and preparation; adherence to sanitation guidelines, food cost control maintenance, and established policies and procedures. Gather, record, maintain, and provide statistical data and other information to the CBM I for preparing the food services budget. Prepare quarterly food estimates. Integrate the feeding program with other programs of the facility; select and train staff; evaluate their performance and take or recommend appropriate action; prepare correspondence and reports.
25%	Directly supervise and train a Supervising Correctional Cook and an Office Technician (Typing). Manage and indirectly supervise the actions of the Correctional Supervising Cooks and the Cook Specialists II. Plan, organize and direct their work; plan and conduct mandated safety and in-service training programs; overall responsibility for an incarcerated persons assigned to food services.
20%	Review and plan palatable and adequate menus; determine food quantity necessary for groups of varying size; judge food quality; compile form 954s requisitions, estimate food needs for each Academy class; determine equipment needs for each fiscal year and prepare a schedule 9; direct the preparation and service of food in accordance with sound food safety procedures; implement and maintain a strict Hazard Analysis Critical Control Point system.
10%	Inspect the food facility for compliance with sanitary, safety, and housekeeping standards; provide oversight of the receiving, inspecting, storing, and inventorying of supplies. Supervise the conduct of incarcerated persons and wards; maintain order; conduct searches of work sites and incarcerated persons for contraband. Track and document all purchases and expenses relating to the FSU; work within allocated budget.
5%	Develop, interpret, and apply standards and procedures governing the operation of the FSU. Formulate food service policies, practices and procedures. Direct food service supervisors in planning, organizing, and implementing appropriate standards, practices and procedures. Plan specifications for suitable buildings working areas, and equipment for the FSU. Other job related duties as assigned.
5%	**Personnel Management** Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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, 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 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