State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION	**REPORTING UNIT NUMBER**	
Supervising Cook	436	
DIVISION/BRANCH OR CENTER	**LOCATION**	
Los Piños Center	Lake Elsinore	
CLASS TITLE	**POSITION #**	**EFFECTIVE DATE**
Supervising Cook 1	533-436-2181-XXX	

Supervision Exercised

Number	**DIRECT SUPERVISION CLASSIFICATION:**	Number	**INDIRECT SUPERVISION CLASSIFICATION:**
1-3	Cook Specialist 1 / 2	2-10	Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direction of the Administrative Officer , The Supervising Cook performs the following functions related to management and operation of the food service department. Areas of responsibility include supervision, instruction, food preparation and control, record keeping and purchasing of food and supplies. Duties include but are not limited to the following:

Relative time required	
35%	• Plan, organize, train and direct the work of the Cook Specialist and the Corpsmembers (CM) Kitchen Staff. • Responsible for supervision of all kitchen staff, all kitchen areas and food preparation for three meals a day for a total CM population. • Implement food service preparation, inspection, sanitation, safety and health standards. • Daily inspections of kitchen and other work areas ensuring compliance with appropriate Health and Safety codes and SDS sheets. • Ensure all required forms are completed including the Corpsmember's daily meal sign in sheet.
20%	• Develop and plan daily, weekly and monthly menu and work schedules. • Coordinate food preparation including ethnic and dietary meals. • Ensuring that all prepared meals are appealing, provided on time and serviced under sanitary conditions. • Maintain proper food inventory for up to two weeks. • Coordinate with management staff during staffing patterns, and special projects/occasions.

20%	• Monitor food service budget and stay within designated amounts; maintains and updates monthly food reports on meals, inventory, and quarterly vendor price quotes. • Maintains a professional line of communication with supervisor, Staff, Corpsmembers and vendors and coordinates food deliveries accordingly. • Prepare and process purchase order for food, kitchen supplies, cleaning products, and additional essential items for the kitchen, Corpsmembers and staff. • Follow State and CCC guidelines when purchasing food and equipment items.
10%	• Maintain and implement a schedule of trainings for all kitchen personnel as per CCC specialized training certification requirements including Cook Specialist certification. • Administers CCC and center policies as they relate to staff and CM corrective actions. • Provide evaluations per policy timelines. • Coordinate and ensure adequate staffing schedules for all food service and kitchen operational demands.
10%	• Oversee storage of all food and kitchen equipment and maintenance, security, proper rotation of all food commodities and inventory and storage of all kitchen equipment. • Maintain the proper level of repair of equipment and supplies necessary for normal food service operations. • Assist in obtaining bids for kitchen equipment. • Other duties as assigned as related to Supervising Cook I classification.
5%	**Promote Diversity, Equity, and Inclusion**: Participate in professional development training, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and understand the duties listed above:

_____
Employee Printed Name

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date