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	048-104-2183-004			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
Peace Officer Selection and Employee Development Office of Training and Professional Development Correctional Training Center Food Services	CORRECTIONAL SUPERVISING COOK, CF			
	WORKING TITLE			
	CSC, CF			
	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 direction of the Supervising Correctional Cook (SCC), (DOC), the Correctional Supervising Cook (CSC), CF, will supervise and assist cooks and incarcerated persons with the preparation, cooking, and serving of food within the Food Services Unit. This will include the planning and organization necessary to provide three meals per day for the Basic

Correctional Officer Academy cadets, Advanced Training students, Parole Academy students, staff, and conference and meeting participants. In addition, the CSC will maintain order and supervise the conduct of persons committed to the Department of Corrections and Rehabilitation; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated persons for contraband, such as weapons or illegal drugs. 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.
35%	Supervise the preparation of meals and menus according to nutritional standards and established menus and recipes. Serve as production supervisor on assigned shift in the preparation, recipe cooking and conversion, and dispensing of food. Maintain records and resources, quality and quantity control, stock inventory, serving line temperatures, portion control, and log all items appropriately.
30%	Supervision and direction of Cook Specialists II. Evaluate employee performance, document all irregular activities. Perform corrective action and staff discipline. Provide supervision and training in food preparation and food service to assigned culinary staff. Handle employee grievance/complaints; consult with other supervisors as necessary.
20%	Supervise the storing, thawing, preparing, cooking, holding, serving, cooling, and re-heating of all food items. Assist the SCC in the inventory/ordering process utilizing BIS and other computerized methods. Control waste and make changes accordingly. Supervise the order of the dining rooms and ensure cleaning and sanitization schedule are maintained. Complete related projects and assignments; maintain safety and sanitation standards. Supervise and monitor an assigned incarcerated persons crew in the setup of work and service areas in preparation for the day's work. Supervise and monitor incarcerated persons in restoring to order, these same areas after meal service is completed.
5%	Handle questions from subordinate staff. Address complaints and give direction. When needed, assist in recruitment and selection of staff. Conduct staff meetings to address issues or training concerns. Train and supervise staff in the maintenance of all culinary equipment and supplies involving the kitchen and dining room areas. Maintain required food handling practices and standards of Safety and Sanitation. Instruct culinary workers in required food handling methods. Conduct required safety training. 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