

EDITED TASK LISTING

CLASS: Cook Specialist I, (Correctional Facility)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Prepares various food items that require less skill (e.g., retherm, grill items, sack lunches, etc.) for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, under the guidance of their supervisor.
2.	Supervise from 2 – 27 inmates/wards in the preparation of various food items that require less skill (e.g., retherm, grill items, sack lunches, etc.) for inmates/wards and staff in order to provide meals utilizing formal/informal training of inmate/ward supervision, safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, under the guidance of their supervisor.
3.	Cook various food items that require less skill (e.g., retherm, grill items, sack lunches, etc.) for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, under the guidance of their supervisor.
4.	Supervise from 2 – 27 inmates/wards in the cooking of various food items that require less skill (e.g., retherm, grill items, sack lunches, etc.) for inmates/wards and staff in order to provide meals utilizing formal/informal training of inmate/ward supervision, safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils under the guidance of their supervisor.
5.	Monitor, dispense/serve various food items for inmates/wards and staff in order to provide correct portions and quality meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, under the guidance of their supervisor.
6.	Supervise from 2 – 27 inmates/wards in dispensing/serving food to inmates/wards and staff in order to provide correct portions and quality meals utilizing formal/informal training of inmate/ward supervision, safe food practices, standardized serving portions, various specialized equipment and cooking utensils, under the guidance of their supervisor.
7.	Inspect, clean and sanitize cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, Hazardous Analysis Critical Control Point [HACCP], Material Safety Data Sheet, [MSDS]), etc. under the guidance of their supervisor.

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8.	Supervise from 2 – 27 inmates/wards in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc., utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. under the guidance of their supervisor.
9.	Assist in the weighing and measuring of ingredients for the preparation of meals in order to provide the correct amounts needed in recipes, to ensure quality control and consistency of product, etc. utilizing safe food practices, weighing and measuring devices, etc., as needed.
10.	Participate in training classes in order to learn and improve work/job skills, etc., utilizing formal/informal training classes, as required.
11.	Train from 2 – 27 inmates/wards in the preparation, serving, cooking, etc. of food that requires less skill (e.g., retherm, grill items, sack lunches, etc.) in order for inmate/wards to learn and improve their work/job skills, utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, effective communication skills, etc. as required and under the guidance of their supervisor.
12.	Assign work to 2 – 27 inmates/wards that requires less skill (e.g., retherm, grill items, sack lunches, etc.) in order to accomplish day-to-day activities in the food service areas (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) utilizing effective communication skills, basic supervision skills, etc. on a continual basis.
13.	Participates/recommends the inmates/wards corrective/discipline process in order to improve inmate/ward performance or address issues of substandard performance, maintain safety and security of the facility by utilizing formal/informal training, CDCR forms, personal computers, effective communication skills, basic supervision skills, Disciplinary Decision Making System (DDMS), Departmental policies and procedures, as needed.
14.	Inspect from 2 – 27 inmates/wards in order to ensure personal hygiene standards have been met, etc. utilizing effective communication skills, basic supervision skills, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, DOM, HACCP, etc.), on a continual basis.

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15.	Prepare written documents (e.g., temperature logs, HACCP logs, inmate/ward timekeeping, performance evaluations, and corrective/discipline reports, etc.) in order to comply with Departmental policies and procedures, laws, rules and regulations (e.g., Federal School Breakfast and Lunch Program, California Code of Regulations - Title 15, etc.) utilizing CDCR forms, personal computers, etc. as required.
16.	Assumes the responsibility of the Cook Specialist II/Baker I (CF) in their absence in order to accomplish the day-to-day activities in the food service areas, during urgent situations by organizing and directing inmates/wards in resolving the critical issues, etc. utilizing formal/informal training, effective communication skills, established policies and procedures, and basic supervision skills, as needed.
17.	Receive and/or inventory various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, DOM, HACCP) on a continual basis.
18.	Store and rotate various supplies (e.g., food, chemicals, paper products, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, DOM, HACCP) as required.
The following tasks were identified from the statewide food service survey	
19.	Load/unload meal carts (hot and cold) in order to transport food items to an area outside the main kitchen (i.e., satellite kitchen and lockdown units) utilizing pre-plate trays and/or bulk inserts, as needed.
20.	Clean bathrooms used by inmate/wards and/or staff to maintain sanitary conditions utilizing cleaning schedule, towels, brushes, squeegees, and various chemicals as required by procedures, rules and regulations (e.g., DOM and HACCP) on a continual basis.

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21.	Supervise inmates/wards in the cleaning of bathrooms used by inmate/wards and/or staff to maintain sanitary conditions utilizing cleaning schedule, towels, brushes, squeegees, and various chemicals as required by procedures, rules and regulations (e.g., DOM and HACCP) on a continual basis.
22.	Communicate with various facility personnel (e.g., supervisors, correctional officers, Youth Correctional Counselors [YCC], etc.) to ensure cooperative relationships between staff and the operation of facility food service needs utilizing telephones, written reports, personal computers, and verbally on a continual basis.
23.	Communicate with various facility personnel (e.g., supervisors, correctional officers, YCC's, etc.) to ensure an accurate exchange of information regarding inmate/ward behavior, attitude, and attendance etc., utilizing telephones, written reports, personal computers, and verbally on a continual basis.
24.	Wash, dry, fold, and separate laundry (e.g., aprons, towels, uniforms, etc.) to provide clean and sanitary kitchen linens utilizing washers, dryers, cleaning agents as required by procedures, rules and regulations (e.g., California Uniform Retail Food Facilities Law [CURFFL], HACCP, MSDS) on a continual basis.
25.	Follow special diet requirements (medical and religious) in order to protect the health of the inmate/ward utilizing doctor/dietitian and/or chaplain orders in order to comply with mandated procedures as needed.
26.	Prevent accidents and injuries of staff and/or inmates/wards (e.g. wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc.) in the food service facilities in order to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g. Occupational Safety and Health Administration [OSHA], Injury Illness Prevention Program [IIPP], DOM, etc.) on a continual basis.
27.	Implement and follow safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., CURFFL, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the inmate/ward population as required.

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28.	Train and supervise inmate/wards in the implementation of safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., CURFFL, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the inmate/ward population as required.
29.	Make, maintain, and secure sample trays and/or cups of all food items prepared for a period of 72 hours as mandated by rules, regulations and procedures (e.g., CURFFL, HACCP, etc.) in order to have samples of food items served available for analysis in the event of a foodborne illness outbreak, as required.
30.	Inventory chemicals daily and maintain chemical control (e.g. locked areas, proper storage, separation of volatile chemicals, etc.) in order to prevent industrial accidents leading to illness or death of staff and inmates/wards utilizing rules, regulations and procedures (e.g., MSDS, CURFFL, HACCP, etc.) as mandated.
31.	Maintain a constant vigilance over the food service areas to detect, diffuse, and prevent escape, or staff assaults that may result in injury or death utilizing direct sight supervision, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g. knives, can lids, openers, pens, paper clips, etc.) as mandated.
32.	Maintain direct sight supervision over assigned inmates/wards to detect, diffuse, and prevent escape, or physical assaults that may result in injury or death utilizing, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, securing kitchen items that could be used as potential weapons (e.g. knives, can lids, openers, pens, paper clips, etc.) as mandated.
33.	Maintain direct sight supervision over assigned inmates/wards to ensure completion of their daily tasks and to eliminate theft of food and equipment in the food service facilities utilizing formal/informal training, acquired knowledge, and correctional awareness as necessary to maintain compliance with departmental rules, regulations and procedures.

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34.	Supervise and escort inmates/wards in the disposal of kitchen waste to maintain facility security and sanitary conditions utilizing departmental procedures, health and safety regulations (i.e. CURFFL and HACCP) as mandated.
35.	Maintain constant tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent inmates/wards access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
36.	Inspect, assemble, disassemble, operate, and account for equipment (e.g., dish machines, mixers, steam kettles, and ovens, etc.) and parts to maintain proper operation in support of the food service mission utilizing formal/informal training, standard operating manuals and procedures, etc. on a continual basis.
37.	Verify that the daily meal count is accurate to ensure that all inmates/wards are fed by conducting a point of service count and comparing the daily population count utilizing logs, meal count forms, and coordinating with the correctional officers, etc. as necessary to comply with rules and regulations (e.g., DOM, Federal School Breakfast and Lunch Program, California Code of Regulations - Title 15, etc.)
38.	Requisition various supplies (e.g., food, chemicals, cleaning supplies, paper products, etc.) in order to maintain a sufficient supply of required items utilizing CDCR forms, standard practices, Departmental policies and procedures, etc. on an as needed basis.
39.	Inspects premises and searches inmates/wards to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, etc.) by clothed body searches and by visual inspection of grounds all within established law, policies and procedures, etc. as mandated.
40.	Coordinate, prepare, set-up and clean-up food items for special events (e.g., meetings, barbeques, graduations, ward incentive program, etc.) for inmates/wards and staff to promote morale and relationships amongst community, families, and the department as suggested within local policies and regulations under the guidance of their supervisor.

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41.	In the event of an emergency, prepare, cook, and serve food items for others (e.g., Fire Fighters, community, etc.) to provide meals as required by the National Incident Management System (NIMS) as necessary under direction of their supervisor.