

EDITED TASK LISTING

CLASSIFICATION: Correctional Supervising Cook, CF

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

Task Statements	
1.	Assign work to inmate/ward workers to feed the general population utilizing food service equipment (e.g., steam kettles, ovens, grilles, blast chillers, retherm ovens, etc.), and the Departmental Operational Manual [DOM], Hazard Analysis Critical Control Point [HACCP] guidelines, and standardized recipes, etc., under the guidance of the supervisor, on a daily basis.
2.	Make recommendations to improve work procedures and performance, to increase quality of service and job safety, utilizing personal experience, knowledge, current regulations, policies/procedures, etc. under the guidance of the supervisor, as needed.
3.	Train inmate/ward workers in proper food preparation techniques, food service operations and job safety, to implement the feeding program, utilizing personal experience, On the Job Training (OJT), HACCP guidelines, standardized recipes, etc., under the guidance of the supervisor, on a daily basis.
4.	Evaluate the work performance of the inmates/wards to ensure quality standards and services, identify training needs, initiate corrective actions, etc., utilizing rating guides, incentive program, evaluation forms, etc., under the guidance of the supervisor, as needed.
5.	Supervise inmates/wards in the preparation, cooking and dispensing of food, to ensure quality meals, utilizing knowledge, cooking skills, portion control, policies, procedures, etc., under the general guidance of the supervisor, on a daily basis.
6.	Weigh and measure ingredients for the preparation of meals, to accurately follow standardized recipes and ensure quality control and consistency of product, utilizing safe food practices, weighing and measuring devices, etc., on a daily basis.
7.	Direct inmate/ward workers to distribute food to the various dining facilities (e.g., medical facilities, satellite kitchens, etc.), utilizing food carts, under the general guidance of the supervisor, on a daily basis.
8.	Maintain constant tool, key, and lock control, to prevent physical assaults that may result in injury or death and inmates/wards access to unauthorized areas, utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc., per departmental rules, regulations, and procedures.
9.	Train and supervise inmates/wards in cleaning and sanitizing cooking utensils, equipment, and work areas, to keep all food service areas sanitary and orderly, utilizing cleaning supplies, and following laws, rules and regulations (e.g., Food Service Handbook, Safety Data Sheets [SDS], etc.), under the general guidance of their supervisor, on a daily basis.
10.	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, to create a safe work environment, by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures (e.g., Injury Illness Prevention Program [IIPP], DOM, etc.), on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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11.	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., Food Service Handbook, HACCP, etc.), to prevent foodborne illness or death of staff and/or the inmate/ward population, as required.
12.	Monitor food temperatures to make sure that foods are served or stored safely, by utilizing food thermometers and documenting temperatures on various logs and reports, in compliance with HACCP guidelines.
13.	Receive, take inventory, inspect, and store various supplies (e.g., food, chemicals, paper products, etc.), to maintain an adequate supply of food and other items for inmates/wards and staff, utilizing the Food Service Handbook and HACCP, on a daily basis.
14.	Requisition food, supplies and equipment from the institutional warehouse, to ensure adequate stock are on hand, utilizing computers, weekly menus, and forms on a weekly basis.
15.	Supervise and escort inmates/wards in the disposal of kitchen waste, to maintain facility security and sanitary conditions, utilizing the Food Service Handbook, as mandated.
16.	Prepare written documents (e.g., HACCP logs, inmate/ward timekeeping, rule violation reports, etc.), in order to comply with Departmental policies/procedures, laws, rules and regulations (e.g., Federal School Lunch and Breakfast Programs, California Code of Regulations - Title 15, etc.), utilizing CDCR forms, computers, etc., as required.
17.	Maintain constant vigilance over the food service areas, to detect, diffuse, and prevent incidents that may result in injury or death, utilizing direct sight supervision, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, and securing kitchen items that could be used as potential weapons (e.g., knives, can lids, openers, pens, paper clips, etc.), as mandated.
18.	Maintain direct sight supervision over assigned inmates/wards to detect, diffuse, and prevent incidents that may result in injury or death, utilizing, tool, equipment, and lock control, personal alarm checks, reporting of unusual behavior/activity, and securing kitchen items that could be used as potential weapons (e.g., knives, can lids, openers, pens, paper clips, etc.), at all times.
19.	Search and inspect premises to identify contraband (e.g., drugs, weapons, alcohol, food, tools, etc.), by visual inspection of inmates/wards and grounds, all within established law, policies/procedures, etc., as mandated.
20.	Train inmates/wards in the proper operation of food service area equipment (e.g., dish machines, mixers, steam kettles, ovens, etc.), to provide a safe working environment by conducting regular safety meetings, observation and inspection of the workplace as required by rules, regulations and procedures (e.g., IIPP, Food Service Handbook, etc.), on a continual basis.

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21.	Supervise inmates/wards in the cleaning of food service areas used by inmate/wards and/or staff, to maintain sanitary conditions, utilizing cleaning schedules, towels, brushes, squeegees, and various chemicals, as required by the Food Service Handbook and SDS, on a daily basis.
22.	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.), to prevent foodborne illness or death of staff and/or the inmate/ward population, as mandated by rules, regulations and procedures (e.g., Food Service Handbook, ServSafe, etc.), as required.
23.	Monitor food service area equipment (e.g., ovens, refrigerators, grills, mixers, slicers, etc.), to maintain serviceability, as well as safety and security of the facility, utilizing inspections, work orders, preventive maintenance program, etc., on a daily basis.
24.	Perform recipe conversion to adjust to the population (e.g., inmates/wards, staff, cadets, etc.), using standardized recipes, calculators, the Daily Movement Sheet (DMS), etc., under the general guidance of their supervisor, on a daily basis.
25.	Follow special diet requirements (medical and religious) to protect the health/religious rights of the inmate/ward utilizing doctor/dietitian orders and/or chaplain approvals, to comply with mandated procedures, on a daily basis.
26.	Prepare and serve special diet meals (medical and religious), to comply with doctor/dietitian orders and/or chaplain approvals, by utilizing proper equipment (e.g., diet slips, calorie charts, serving utensils, etc.), on a daily basis.
27.	Maintain direct sight supervision over assigned inmates/wards, to supervise completion of their daily tasks and eliminate theft of food and equipment in the food service facilities, utilizing formal/informal training, acquired knowledge, and correctional awareness, to maintain compliance with departmental rules, regulations and procedures, at all times.
28.	Supervise inmates/wards in the quick-chill process, to safely preserve prepared food items and provide quality meals, utilizing blast chillers, temperature logs, thermometers, etc., in compliance with HACCP guidelines, on a daily basis.
29.	Supervise inmates/wards in the preparation and security of food items (e.g., meat, cheese, fruit, drink, snack, condiments, etc.), to produce large quantities of bag lunch/meals, served daily and during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.), utilizing direct sight supervision, population counts and menus, as required.
30.	Make sure assigned inmates/wards adhere to their medical restrictions (e.g., lifting, standing, bending, medication, etc.), to comply with specific medical orders (e.g., "blue slips", chrono form, etc.), utilizing departmental rules and regulations, as directed by medical personnel.

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31.	Inspect inmates/wards to make sure personal hygiene standards and dress code (e.g., grooming, cleanliness, etc.), have been met, utilizing effective communication, basic supervision, personal observation skills, the Food Service Handbook and California Code of Regulations - Title 15, on a daily basis.
32.	Communicate with various facility personnel (e.g., supervisors, housing unit officers, Senior Youth Correctional Counselor's, etc.), to provide an accurate exchange of information regarding inmate/ward behavior, attitude, and attendance etc., utilizing telephones, written reports, computers, and verbal communication, on a daily basis.
33.	Identify potential workers for the food service areas by communicating with facility personnel (e.g., inmate/ward assignment office, counselors, etc.), and conducting inmate/ward interviews, to allow for proper job placement, utilizing interview techniques, communication skills, departmental rules, and policies/procedures, with the assistance of the direct supervisor, as needed.
34.	Supervise inmates/wards in the preparation of materials for recycling (e.g., cans, plastic bottles, cardboard, grease, etc.), to support the department's recyclable program, utilizing PPE, sorting bins, barrels, etc., as required.
35.	Maintain production records, to document the number of meals served and justify reimbursement under the Federal School Lunch and Breakfast Programs, utilizing daily meal count summary and menus, on a daily basis.