

EDITED TASK LISTING

CLASSIFICATION: SUPERVISING COOK II, CORRECTIONAL FACILITY (CF)

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

Task Statements	
1.	Plans the daily production for the population plus 5% overage to determine the amount of food to be prepared in accordance with the NutriKids menu utilizing National School Lunch and Breakfast Programs, Hazard Analysis Critical Control Points (HACCP) guidelines, standardized recipes, Recommended Dietary Allowances (RDA), California Retail Food Code, etc.
2.	Assigns and monitors daily tasks (e.g., daily temperature logs, sanitation inspections, etc.) to food service staff for accountability and compliance with NutriKids menu utilizing National School Lunch and Breakfast Programs, HACCP guidelines, standardized recipes, RDA, California Retail Food Code etc., on a continuous basis.
3.	Supervises food service staff and youthful offenders in food service areas to provide guidance, information and work assignments in the feeding of the youthful offender population and staff utilizing government laws, rules and regulations (e.g., CalHr guidelines, Equal Employment Opportunity [EEO], Memorandum of Understanding (MOU), California Code of Regulations [CCRA] - Title 15, etc.) on a continuous basis.
4.	Trains food service staff and youthful offenders in the preparation, cooking, and dispensing of food in order to provide meals for the youthful offender population and staff utilizing personal experience, On the Job Training (OJT), HACCP guidelines, policies and procedures, etc., on a continuous basis.
5.	Evaluates and reviews the performance of food service staff and youthful offenders to ensure that performance standards are met by providing recommendations for improvement, feedback regarding performance, etc. utilizing CCRA-Title 15, Individual Development Plans, Probationary Reports, CalHR guidelines, MOU(s), Youth Administrative Manual (YAM), etc., on a continuous basis.
6.	Initiates the Progressive Discipline process to correct/improve food service staff performance/behavior or address issues of substandard performance by taking appropriate personnel action (e.g., formal/informal counseling, Employee Assistance Program, letter of instruction, and/or recommend further action, etc.) utilizing CCRA-Title 15, Individual Development Plans, Probationary Reports, CalHR guidelines, MOU(s), YAM, etc., on a continuous basis.
7.	Oversees the food service staff and youthful offenders in the preparation, cooking and distribution of food for various dining facilities to provide a nutritionally adequate diet for the youthful offenders and staff based on the NutriKids menu utilizing National School Lunch and Breakfast Programs, HACCP guidelines, standardized recipes, RDA, food distribution sheets, etc., on a continuous basis.
8.	Oversees the food service staff and youthful offenders 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, utilizing cleaning supplies, and following rules and regulations (e.g., California Retail Food Code, HACCP, Material Safety Data Sheet (MSDS), etc., on a continuous basis.

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

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9.	Maintains the supervision of dry (e.g., cardboard, metal cans, paper, plastic bottles, etc.) and wet garbage (e.g., food waste, etc.) to ensure the safety and security of staff and youthful offenders utilizing locked dumpsters for sanitary and orderly disposal of hazardous waste by following rules and regulations (e.g., California Retail Food Code, MSDS, etc.)
10.	Conducts safety and sanitation inspections of food service work areas (e.g., storage, production, scullery, etc.) in order to ensure compliance with health and safety standards, utilizing California Retail Food Code, Injury and Illness Prevention Program (IIPP), HACCP guidelines, food service inspection reports, etc., on a formal weekly basis and on an informal daily basis.
11.	Coordinates the preventative maintenance, repair, and renovation of food service equipment with the Plant Operations Department in order to extend the life and proper functioning of the equipment, ensure staff and youthful offenders' safety utilizing the Schedule 9, maintenance schedules, work orders, service agreements, etc., as needed.
12.	Implement, enforce and monitor 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., California Retail Food Code, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the youthful offender population on a continuous basis.
13.	Requisitions food, supplies and equipment from the institutional warehouse in a timely manner and in the proper quantities to ensure adequate stock of food, supplies and equipment are on hand utilizing communication, forms, inventory, NutriKids menu, personal computer and population projections, etc., as needed.
14.	Orders food, equipment and supplies from private vendors, state agencies, and United States Department of Agriculture (USDA) in a timely manner to feed the youthful offenders and staff utilizing purchase orders, State Contracts, Delegated Purchases, Prime Vendors, Schedule 9, State Administrative Manual (SAM), etc., as needed.
15.	Monitors the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperatures utilizing State Contracts, Delegated Purchases, Prime Vendors, SAM, YAM, HACCP guidelines, Stock Received Report (SRR), etc., as needed.
16.	Monitors the inventory of various supplies (e.g., food, chemicals, cleaning supplies, paper products, etc.) in order to ensure that supplies are within code, undamaged, non-infested, adequate storage temperature, etc. utilizing vector control log, communication, Departmental policies and procedures, laws, rules, regulations (e.g., California Retail Food Code, etc.) on a continuous basis.
17.	Develops menu substitutions in order to modify the NutriKids menu when necessary to ensure a nutritionally balanced/adequate diet for the resident population utilizing inventories on hand, opportunity buys, USDA commodities, standardized recipes and telephone communications, etc., as needed.

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18.	Assumes the duties of the Food Manager, Correctional Facility in their absence in order to ensure the continuous operation of the food service department utilizing California Retail Food Code, CCRA-Title 15, SAM, YAM, post orders, CalHR guidelines, MOU(s), etc., as needed.
19.	Prepares and reviews written documents and reports (e.g., employee work schedules, OJT reports, meal sample reports, food production worksheets, safety and sanitation inspection reports, etc.) to ensure compliance with California Retail Food Code, SAM, YAM, CCRA-Title 15, etc., utilizing personal computers, forms, departmental policies and procedures, etc., as required.
20.	Train and monitor staff in the proper completion of required youthful offender paperwork (e.g., timecards, evaluations, discipline reports, etc.) in order to document hours worked and work performance utilizing formal/informal training, personal computers, standard forms, etc. on a continual basis.
21.	Maintains order and supervises the conduct of assigned youthful offenders to prevent escapes, damage to state property, or physical assaults that may result in injury or death utilizing, tool, equipment, 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 required.
22.	Supervises staff in the training of youthful offenders 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, utilizing cleaning supplies, and following laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc., as required.
23.	Trains, and monitors staff in the prevention of accidents and injuries in the food service area (e.g. wet floor signs, verbal warnings, use of Personal Protective Equipment [PPE], etc.) 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], IIPP, YAM, etc.) on a continual basis.
24.	Directs and monitors staff in the training of others 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., California Retail Food Code, HACCP, ServSafe, etc.) in order to prevent foodborne illness or death of staff and/or the youthful offender population as required on a continual basis.
25.	Monitors tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, quarterly inventory report, correctional awareness, etc., as necessary to maintain compliance with departmental rules, regulations, and procedures.

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26.	Trains and monitors staff to ensure adherence to the published feeding schedule in order to stay within institution operational time schedules (e.g., work, school, medical, recreational, etc.) utilizing time management, communication and Daily Movement Sheets, and Title 15 on a continuous basis.
27.	Inspects premises in order to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, money, etc.) utilizing visual inspection of grounds within established laws, policies and procedures, etc., as required.
28.	Monitors staff and youthful offender in order to ensure personal hygiene standards and dress code (e.g., grooming, cleanliness, Personal Protective Equipment [PPE], etc.) have been met utilizing effective communication, basic supervision, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, MOU(s), YAM, HACCP, etc.), on a continuous basis.
29.	Responds in writing within designated timeframes to youthful offender grievances in order to resolve complaints and ensure compliance with YAM, Title 15, etc. utilizing standardized forms, formal/informal training, and communication techniques, as needed.
30.	Communicates and monitors staff members to ensure proper resolution of personal conflicts are resolved utilizing available resources (e.g., Family Medical Leave Act, Employee Assistance Program, Catastrophic Time Banks, etc.), as necessary.
31.	Leads and participates in weekly staff meetings in order to promote an exchange of information, share policy and regulation updates, utilizing communication skills, supervisory techniques, personal experience, upward mobility, etc., as required.
32.	Documents all formal/informal training received by staff in order to comply with In-Service Training (IST) requirements utilizing standard departmental forms, supervisory records, as required.
33.	Generates monthly work schedules for various shifts and reassigns staff to accommodate vacancies that occur due to sick leave, vacations, training, etc. in order to ensure coverage, utilizing staff seniority list for overtime, telephone contact, personal computer, vacation schedules, and current institutional needs, as required.
34.	Coordinates custody staff in the preparation and security of food items (e.g., meat, cheese, fruit, drink, snack, condiments, etc.) in order to produce large quantities of sack lunch/meals (i.e. up to 500) served during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.) utilizing communication skills, tact, and personal knowledge, as necessary.
35.	Oversees meal production in multiple kitchens to meet institutional feeding requirements, utilizing personal experience, knowledge, organizational skills, departmental policies and procedures, on a daily basis.

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36.	Monitors and documents special diet requirements (medical and religious) in order to protect the health of youthful offenders and ensure compliance with legal mandates utilizing doctor/dietitian and/or chaplain orders, as needed.
37.	Monitors serving lines to ensure portion control, proper food presentation and HACCP guidelines are followed, utilizing direct sight supervision, on a daily basis.
38.	Records daily events within the food service area in order to communicate between shifts, utilizing a logbook on a daily basis.
39.	Writes justifications for food service area equipment replacement (e.g., refrigerators, dishwasher machines, steam kettles, etc.) in order to maintain operational integrity, utilizing the three-bid process, personal computer, equipment catalogs, fax machine and telephone communications, as needed.
40.	Conducts hiring interviews to fill vacant positions in the food service area in order to maintain operational efficiency, utilizing candidate eligibility lists, state applications, interviewing techniques, job descriptions and standardized questions, as needed.
41.	Monitors compliance with the National School Lunch and Breakfast Programs in order to meet the nutritional requirements (quantity and quality) as mandated utilizing NutriKids Program (e.g., recipes, menus and pick lists, production records), daily meal count summary, production records, etc., daily.
42.	Monitors conduct of youthful offender in order to identify unusual behavior/activity (e.g., aggression, depression, emotional outbursts, disbursement of personal property, etc.) utilizing formal training, (i.e. Suicide Prevention and Recovery [SPAR] etc.) communication, and experience on a continuous basis.
43.	Conducts orientation for new staff in order to familiarize them with the safety and security of the facility utilizing formal/informal training, communication skills and the department's rules, policies and procedures (e.g., YAM, post orders, physical tours, etc.), as necessary.
44.	Conducts the post and bid process for staff assignments and scheduled Regular Days Off (RDO) in order to comply with MOU requirements by identifying available positions and approving assignments based on seniority annually, as required.
45.	Ensures compliance with the National School Lunch and Breakfast Programs in order to pass bi-annual (school year) environmental health inspections utilizing prior inspection reports, HACCP guidelines, ServSafe guidelines, temperatures utilizing thermometers, temperature probes, record logs daily, personal knowledge and experience, as mandated.