

EDITED TASK LISTING

CLASSIFICATION: SUPERVISING CORRECTIONAL COOK, DOC

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

Task Statements	
1.	Initiate 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 CCR-Title 15, Individual Development Plans, Probationary Reports, SPB and DPA guidelines, MOUs, DOM, etc., on a continuous basis.
2.	Oversee the food service staff and inmate/youthful offender workers in the preparation, cooking and distribution of food for various dining facilities to provide a nutritionally adequate diet for the inmates/youthful offenders based on the standardized menu utilizing HACCP guidelines, standardized recipes, etc., on a continuous basis.
3.	Coordinate the preventative maintenance, repair, and renovation of food service equipment with the Plant Operations Department to extend the life and proper functioning of the equipment, and maintain the safety of staff and inmate/youthful offender workers, utilizing the Schedule 9, maintenance schedules, work orders, etc., as needed.
4.	Implement safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.), to prevent foodborne illness or death of the inmate/youthful offender population, utilizing regulations and procedures (e.g., California Retail Food Code, HACCP, etc.), as mandated.
5.	Enforce safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.), to prevent foodborne illness or death of the inmate/youthful offender population, utilizing regulations and procedures (e.g., California Retail Food Code, HACCP, etc.), as mandated.
6.	Monitor safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.), to prevent foodborne illness or death of the inmate/youthful offender population, utilizing regulations and procedures (e.g., California Retail Food Code, HACCP, etc.), as mandated.
7.	Train staff and inmates/youthful offenders in safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.), to prevent foodborne illness or death of the inmate/youthful offender population, utilizing regulations and procedures (e.g., California Retail Food Code, HACCP, etc.), as mandated.
8.	Assume the duties of the Assistant Correctional Food Manager (ACFM) in their absence for the continuous operation of the food service department, utilizing the Food Service Handbook, California Retail Food Code, CCR-Title 15, DOM, etc., as needed.
9.	Supervise the conduct of inmates/youthful offenders to prevent escapes, damage to state property, and physical assaults, utilizing tool control, personal alarm checks, and reporting of unusual behavior/activity, etc., as required.
10.	Inspect premises to identify and confiscate contraband (e.g., drugs, weapons, alcohol, etc.), by visual inspection of grounds within established law, policies/procedures, etc., as required.

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

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11.	Supervise staff in the training of inmates/youthful offenders in cleaning and sanitizing cooking utensils, equipment, and work areas, to keep the food service area sanitary and orderly, utilizing cleaning supplies, and following laws, rules and regulations, under the guidance of the supervisor.
12.	Train staff in the prevention of accidents and injuries in the food service area to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures, on a continual basis.
13.	Supervise staff in the prevention of accidents and injuries in the food service area to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures, on a continual basis.
14.	Monitor staff in the prevention of accidents and injuries in the food service area to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures, on a continual basis.
15.	Monitor tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent inmates/youthful offenders access to unauthorized areas, utilizing the "chit" system, tool log, reports, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
16.	Monitor food service area gates and doors, to prevent escape, theft, assaults, etc., while complying with departmental rules, regulations, and procedures, on a continual basis.
17.	Supervise food service staff and inmates/youthful offenders in food service areas to provide information, guidance, work assignments in the feeding of the inmate/youthful offender population, utilizing government laws, rules and regulations, etc., on a continuous basis.
18.	Monitor food service staff in the preparation, cooking, and dispensing of food to provide meals for the inmate/youthful offender population, utilizing policies and procedures, etc. on a continuous basis.
19.	Train food service staff in the preparation, cooking, and dispensing of food to provide meals for the inmate/youthful offenders population, utilizing policies and procedures, etc. on a continuous basis.
20.	Evaluate and review the performance of food service staff to make sure that performance standards are met by providing recommendations for improvement and feedback regarding performance, etc., utilizing Departmental regulations, on a continuous basis.
21.	Oversee the food service staff in cleaning and sanitizing cooking utensils, equipment, and work areas, to keep the food service area sanitary and orderly, utilizing cleaning supplies, and following laws, rules and regulations, under the guidance of the supervisor.
22.	Conduct safety and sanitation inspections of food service work areas to monitor compliance with health and safety standards, utilizing Departmental guidelines and food service inspection reports, as required.

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23.	Requisition food, supplies and equipment from the institutional warehouse to maintain an adequate stock of food, supplies and equipment on hand, utilizing standardized menu, forms, inventory and population projections, as needed.
24.	Order food, equipment and supplies from private vendors and state agencies to feed the inmates/youthful offenders, utilizing the Food and Supplies Procurement System, etc., as necessary.
25.	Monitor the receiving, inspecting and storing of food, equipment and supplies for quality, quantity, proper storage and proper temperatures utilizing HACCP guidelines, on a continuous basis.
26.	Monitor the inventory of food service supplies to make sure that supplies are within code, undamaged, non-infested, at a proper storage temperature, etc., utilizing Departmental policies and procedures, on a continuous basis.
27.	Develop menu substitutions to modify the Standardized Menu to provide a nutritionally balanced/adequate diet for the resident population utilizing the menu substitutions guidelines, as needed.
28.	Prepare and review written documents and reports to comply with Departmental policies and procedures, utilizing personal computers and forms, as required.
29.	Monitor staff and inmates/youthful offenders to make sure personal hygiene standards and dress code have been met utilizing visual observation, on a continuous basis.
30.	Train and monitor staff in the proper completion of inmate/youthful offender required documentation to record hours worked and work performance utilizing Strategic Offender Management System (SOMS) and Ward Information System (WIN), etc., on a continual basis.
31.	Train and monitor staff to adhere to institution operational time schedules (e.g., work, school, medical, recreational, etc.), utilizing time management, communication and Daily Movement Sheets, on a continual basis.
32.	Supervise and monitor staff in the serving of food to inmates/youthful offenders to provide correct portions and quality meals utilizing the nutritional guidelines, on a continual basis.
33.	Supervise inmates/youthful offenders and staff 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, water, etc., as required.
34.	Respond in writing to inmate/youthful offender grievances to resolve complaints and comply with Departmental regulations, utilizing standardized forms, formal/informal training, and communication techniques, within designated timeframes.

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35.	Monitor staff in the disposal of kitchen waste to maintain facility security and sanitary conditions, utilizing departmental procedures, health and safety regulations (i.e. California Retail Food Code and HACCP), as required.
36.	Monitor and review with staff members to resolve personal conflicts, utilizing available resources (e.g., Family Medical Leave Act, Employee Assistance Program, Catastrophic Time Banks, etc.), as necessary.
37.	Communicate with staff members to resolve personal conflicts, utilizing available resources (e.g., Family Medical Leave Act, Employee Assistance Program, Catastrophic Time Banks, etc.), as necessary.
38.	Review and monitor inmate/youthful offender progressive discipline process performed by food service staff by overseeing and approving/denying disciplinary recommendations, utilizing CCR-Title 15, formal/informal training, communication, etc., as necessary.
39.	Communicate with various facility personnel (e.g., supervisors, housing unit officers, counselor's, etc.), to provide an accurate exchange of information regarding inmate/youthful offender behavior, attitude, and attendance etc., utilizing written reports, personal computers, and verbal communication, as needed.
40.	Monitor staff responsible for the accountability of inmates/youthful offenders to prevent escapes and maintain the safety and security of the institution by conducting food service area inspection rounds, checking inmate/youthful offender ID cards, time cards, medical ducat, etc., on a continual basis.
41.	Maintain direct sight supervision over assigned inmates/youthful offenders to detect, diffuse, and prevent escape, or physical assaults, utilizing tool control, personal alarm checks, and reporting of unusual behavior/activity, etc., as required.
42.	Lead and participate in weekly staff meetings to promote an exchange of information, share policy and regulation updates, utilizing communication skills, supervisory techniques, personal experience, etc., as necessary.
43.	Document all formal/informal training received by staff to comply with in-service training (IST) requirements, utilizing standard departmental forms and supervisory records, as necessary.
44.	Generate monthly work schedules for various shifts and relief, to assign staff duties and provide coverage, utilizing personal computer, vacation schedules and current institutional needs, as required.
45.	Reassign staff to accommodate vacancies that occur due to sick leave, vacations, mandated training, etc., utilizing staff seniority list for overtime, telephone contact, etc., as necessary.

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46.	Coordinate custody staff in the preparation and security of food items, to produce large quantities of sack lunch/meals served during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.), utilizing communication skills, tact, and personal knowledge, as necessary.
47.	Oversee meal production in multiple kitchens to meet institutional feeding requirements, utilizing personal experience, knowledge, organizational skills, departmental policies/procedures, on a daily basis.
48.	Monitor and document special diet requirements (medical and religious) to protect the health of inmates/youthful offenders and comply with legal mandates, utilizing doctor/dietitian and/or chaplain orders, as needed.
49.	Monitor serving lines to guarantee portion control, proper food presentation and HACCP guidelines are followed, utilizing direct sight supervision, on a daily basis.
50.	Record daily events within the food service area to communicate between shifts, utilizing a logbook and/or email, on a daily basis.
51.	Calculate the amount of food to purchase based on inmate/youthful offender population to satisfy the daily feeding requirements, utilizing budget allotment, the Standardized Menu, existing inventory etc., as necessary.
52.	Write justifications for food service area equipment replacement (e.g., refrigerator, dishwasher machine, steam kettles, etc.), to maintain operational integrity, utilizing the Food and Supplies Procurement System, as needed.
53.	Oversee the food service needs for multiple fire camps to provide adequate meals to staff and inmates/youthful offenders utilizing on-site visits, conducting menu and sanitation/safety inspections, reviewing weekly food orders and maintaining inspection reports, as required.
54.	Conduct hiring interviews in the food service area to maintain operational efficiency, utilizing candidate eligibility lists, interviewing techniques, standardized questions, etc., as needed.
55.	Conduct orientation for new staff to familiarize them with the safety and security of the facility utilizing formal/informal training, communication skills and the Department's policies/procedures (e.g., post orders, physical tours, etc.), as necessary.
56.	Assist with conducting the post and bid process for staff assignments and scheduled Regular Days Off (RDO) to comply with MOU requirements by identifying available positions and approving assignments based on seniority, annually.