

EDITED KSAPC LISTING

CLASSIFICATION: Correctional Supervising Cook, CF

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

KSAPC Statements	
Knowledge of:	
K1	Comprehensive knowledge of the principles and procedures used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to make sure quality products are provided in the food service operation.
K2	Comprehensive knowledge of the equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to make sure quality products are provided in the food service operation.
K3	Advanced knowledge of kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas to make sure quality products are provided in the food service operation (i.e., California Retail Food Code).
K4	Advanced knowledge of safe food handling procedures (i.e., Hazard Analysis Critical Control Point [HACCP]), to prevent food-borne illnesses in the food service operation.
K5	Basic knowledge of nutritional food values as well as appropriate substitutions within food groups to make sure proper nutrition is provided to the inmates/wards.
K6	Comprehensive knowledge of the principles of supervision to effectively supervise inmates/wards in the performance of duties.
K7	Basic knowledge of food accountability to provide an adequate supply of meals.
K8	Comprehensive knowledge of training methods to provide direction to inmates/wards to allow for the safe and efficient operation of the food service program.
K9	Basic knowledge of Equal Employment Opportunity regulations and objectives to support the department's equal employment opportunity policies and goals in making inmate/ward hiring and employment decisions.
K10	Basic knowledge of computer usage (e.g. hardware, software programs, etc.), to maintain accurate records, communicate effectively and contribute to the department's needs.
K11	Advanced knowledge of weights and measures to provide the correct amount needed in a recipe, quality control, and consistency of product.
K12	Comprehensive knowledge of inventory control to know what supplies need to be ordered and what supplies are on hand.
K13	Comprehensive knowledge of requisitioning various supplies (e.g., paper towels, cleaning supplies, etc.), to maintain a sufficient store of required items.
K14	Comprehensive knowledge of safe food handling procedures (e.g., food temperature danger zones, proper hand washing techniques, proper food storage, etc.), to assist with the efficient operation of the food service program.
K15	Comprehensive knowledge of basic safety practices (e.g., inmate/ward accountability, tool, key and lock control) to allow for the safety and security of the institution.

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KSAPC Statements	
Ability to:	
A1	Judge food quality to provide healthy food products for consumption.
A2	Prepare and cook all food groups to provide quality products.
A3	Plan, organize, and direct the work of inmate/wards to provide quality products.
A4	Prepare reports and record keeping to provide information and documentation to assist in the efficient operation of the food service program.
A5	Keep inventories and make requisitions to provide information and documentation to assist in the efficient operation of the food service program.
A6	Use appropriate equipment to provide a safe and efficient operation of the food service program.
A7	Determine food quantities necessary for groups of varying sizes to assist in the efficient operation of the food service program.
A8	Direct the preparation of various diets to allow for proper delivery of designated food items to inmates/wards.
A9	Plan food production to support the safe and efficient handling of food service products.
A10	Plan and conduct in-service training to inmates/wards to provide for the safe and efficient operation of the food service program.
A11	Accurately evaluate situations and take effective action or make a recommendation for the safe and efficient operation of the food service program.
A12	Communicate effectively (e.g., written, verbal, etc.), to exchange information and/or provide direction to inmates/wards and staff.
A13	Effectively comprehend and contribute to the department's Equal Employment Opportunity Program objectives to create and maintain a fair and equitable work environment.
A14	Judge food quality to provide palatable and adequate meals.
A15	Lift up to 50 pounds to accomplish daily assignments.
A16	Use computers and/or software programs to maintain accurate records, communicate effectively and contribute to the department's needs.
A17	Follow recipes to create a consistently safe and nutritious meal using proper ingredients.
A18	Use culinary equipment appropriately to maintain a safe work environment.
A19	Supervise and direct inmates/wards to complete their daily assignments.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Sympathetic understanding of and willingness to work with inmates/wards to accomplish daily assignments.
PC2.	Personal hygiene/cleanliness to maintain a safe and healthy work environment.
PC3.	Supervisory abilities necessary to direct the work of inmates/wards in daily assignments.
PC4.	Possess a good sense of smell and taste to provide a palatable meal.
PC5.	Freedom from communicable diseases to maintain a safe and healthy work environment.

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KSAPC Statements	
<i>Physical Characteristics:</i>	
PHC1.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.
PHC2.	Possess balance/coordination/agility to accomplish daily assignments.
PHC3.	Ability to maintain repetitive motion to accomplish daily assignments.
PHC4.	Ability to push, pull, and bend to accomplish daily assignments.
PHC5.	Ability to stand for long periods of time to accomplish daily assignments.