

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 032-700-1508-002		MCR / HCR 1
DIVISION / UNIT Business Services Division Facility B Canteen		CLASSIFICATION TITLE Materials & Stores Supervisor I, CF		
		WORKING TITLE Materials & Stores Supervisor I, CF		
		TIME BASE / TENURE	CBID	WWG
		R12	2	
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 4/1/2023	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
<p>The Materials and Stores Supervisor (Correctional Facility) series of classes describe work concerned with the receipt, storage, issuance, and shipping of a volume of varied supplies. Within a correctional facility, incumbents maintain order and supervise the conduct of inmates, wards, residents or patients assigned to their work area; supervise, train and instruct them in their work, and submit periodic written appraisals of their conduct and productivity; prevent escapes and injury by them to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates, wards, residents or patients for contraband such as weapons or illegal drugs; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.</p> <p>This is the first working supervisory level in the general storekeeping series. Incumbents may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or(3) assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.</p>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
<p>Under the supervision and general direction of the Prison Canteen Manager II (PCM II), the Materials and Stores Supervisor I (M&SSI) will operate the Facility Inmate Canteen according to policy and procedure. Will receive, store, and sell vast amount of canteen supplies. The M&SSI will maintain accurate records of receipts, sales, and a current inventory of all canteen items. Ensure quantity and quality of goods received and sold; complete and maintain all necessary and required documents, records, and reports. Ensure proper amounts of resale merchandise and operating supplies are on hand to meet the demand of the population. Maintain work area clean, neat, and organized. Ensure your work area is strictly controlled, monitored, and secured at all times.</p> <p>Work Hours: Monday: 1300 – 2100 hours Tues – Fri: 0800 – 1600 hours Inventory Week(s): Mon – Fri 0800 – 1600 hours</p> <p>RDO's: Sat, Sun, Holiday</p>				

032-700-1508-002

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	Receive, verify and confirm that all delivered goods conform to purchase order for incoming shipments. Supervise proper receipt of canteen verifying counts, item identification, and condition; pull and deliver merchandise and supplies for the facility canteens; prepare all documents for receipt of canteen items; resale of goods distributed to the inmate population through shopping at the window or bagging orders. Maintain work area clean, neat and organized.
25%	Supervise and train inmate workers in all canteen operations, including safe operation of equipment. Maintain discipline, control and security. Prepare and submit inmate work reports, maintain inmate timekeeping, provide inmate safety training and enforce safety regulations. Perform daily search of canteen and inmates for contraband. Ensure merchandise is stocked properly. Complete and maintain all required logs.
20%	Conduct physical inventory in accordance with canteen procedures. Conduct daily spot check inventories of resale merchandise; Research inventory discrepancies, and submit documentation to PCM II to adjust inventory, when required.
10%	Assist canteen staff in various canteen functions in day-to-day operations. Acquire training and knowledge to safely operate manual/motorized equipment and vehicles in order to receive, store, and deliver goods; train and direct the activities of backup staff; develop and maintain desk procedures; other duties as assigned.
05%	Attend a minimum of 40 hours of In-Service Training annually.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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