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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  |  | CURRENT |
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| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| Correctional Training Facility | 101-211-1508-002 | 1/D |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| Business Services/Food Services | Materials and Stores Supervisor I, CF |
| **WORKING TITLE** |
| Materials and Stores Supervisor I, CF |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
| P/FT | R12 | 2 | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Food Services |  |  |
| **CDCR’S MISSION and VISION** |
| **Mission**To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.**Vision**We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. |
| **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** |
| This position receives orders, instructions, information, directions and training from the Supervising Correctional Cook (SCC), DOC and gives orders, instructions, information, and training to the inmate workers. This position also receives and relays information to the Correctional Supervising Cook, CF and other staff required.  |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
| Under the direct supervision of the Supervising Correctional Cook (SCC) this position is responsible for the loading, unloading, receiving and delivery of food and material products received from direct deliveries, Support Warehouse, PIA Trucks, Central Kitchen, “A/B” Kitchen. You are required to have and maintain valid driver’s license. This position supervises inmate workers assisting in the loading and unloading of the various Food Service trucks. You are responsible for maintaining physical control of the truck keys at all time. This position also participates in the training of inmate workers in safety and operational procedures. This position receives orders, instructions, information, directions and training from the SCC,s and gives orders, instructions, information, and training to the inmate workers. This position also receives and relays information to the Supervising Correctional Supervising Cook and other staff required. The Material and Stores Supervisor I act as a backup for staff positions assigned in Food Service, and may be required to provide coverage for institutional workload. You are required to maintain order and supervise the conduct of inmates assigned to all Food Service areas, supervise 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 area and work materials; inspect premises and search inmates for contraband. Inform Supervisors of any issues or problems that may arise in the operation of the Food Service Dock. |
| **% 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.** |
| 35% | Perform pick up, and delivery duties of Food Services required commodities, goods and services. Load, unload and operate vehicles correctly and safely. Receiving commodities, goods, and produce on the back dock of Food Services. Coordinate and facilitate the distribution of food to A/B Facility. |
|   30% 20%  10% 5%   | Complete all documentation necessary for the receipt and distribution of product including HACCP, stock receipt reports and BIS entries.Hire, evaluate, approve absences, take administrative action, assign and approve work, train and direct inmate staff, maintain inmate pay and time records, while keeping in compliance with IWTIP.Maintain security, such as inspecting premises and searching inmates for contraband, such as weapons, illegal drugs and stolen merchandise. Provide workload coverage for the Food Services M&SSI positions as needed as well as the Support Warehouse on occasion if needed.Completes a minimum of 40 hours per year of In-Service Training and on-the-job training combined. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.Work hours are Monday through Friday 0800 hours through 1600 hours. Regular Days Off (RDO): Saturday, Sunday and approved State observed holidays. |
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| * 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.
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| **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 timeline goals, and varying degrees of negative financial impacts to the department.
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| **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.*
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| **SUPERVISOR’S NAME (Print)** | **SUPERVISOR’S SIGNATURE** | **DATE** |
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