

Institution: San Quentin State Prison

JOB DESCRIPTION

Job Title: Materials & Stores Supervisor I
Position #: 095-211-1508-002
Days/Times: Monday – Friday 07:00 – 15:00
Division: Business Services
Department: Food Services
Reports To: Correctional Food Manager II
Prepared By: Michele Kruse
Prepared Date: June 08, 2017
Approved By: _____

SUMMARY:

Under the supervision of the Correctional Food Manager II, this position supervises and directs inmate workers in the delivery and receipt of food and supplies for the food service operation. Position is responsible for storage and inventory of food, supplies and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: (other duties may be assigned):

- 40% Supervises and directs inmate workers in the loading and unloading of food and supplies; ensures that proper safety techniques are utilized; monitors temperatures and quality control. Supervises and directs inmate workers in the storage and delivery of food and supplies.
- 35% Inventories and monitors storage levels in the storerooms and walk-ins; ensures that all items are properly stored and inventoried; inspects stock for quality; Assists with monitoring and maintaining adequate stock levels of various commodities for Food Service use; Reorders supplies according to usage and maintains set stock levels; Prepares reports, both written and oral; Prepares daily, weekly and monthly inventory reports.
- 20% Trains inmates in Materials Management techniques, safety practices and principles; Prepares and maintains current timekeeping records of the inmate workers supervised; Maintains order and supervision of persons committed to the Department of Corrections and Rehabilitation.
- 5% Attends all training, meetings and seminars as needed or required. Performs other related duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None noted.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Experience: One year of experience performing the duties of a Stock Clerk, Warehouse Worker (Correctional Facility) or Warehouse Worker in California state service. OR: Two years of experience in a storeroom or warehouse in work involving the receipt and issuance of large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year in a class at a level of responsibility at least equivalent to Stock Clerk.)

Education: Equivalent to graduation from high school.

KNOWLEDGE AND ABILITIES: Knowledge of: Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; operation of motorized material handling equipment; inventory and quality control.

Ability to: Read and write English at a level required for successful job performance; perform heavy physical labor; estimate possible future demands of various supplies based upon past needs; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action; learn the operation of forklifts and other types of motorized material handling equipment.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

SPECIAL PERSONAL CHARACTERISTICS: Strength, good physical agility, and willingness to do heavy manual labor.

SPECIAL PHYSICAL CHARACTERISTICS: 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.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Constantly - to receive merchandise, conduct inventory, file, shred, or confer with other staff.

Walking: Occasionally - to deliver merchandise, conduct inventory, access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Frequently - to receive/stock/deliver merchandise, move paperwork, files, binders and office supplies.

Carrying: Constantly - to move the above noted items short distances.

Bending/Stooping: Occasionally - to stock/inventory merchandise, access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to stock/inventory merchandise, access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: Occasionally - To utilize stairs and/or ladders.

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally – in the completion of receiving and distributing varied commodities.

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The M&SSI works in an open office/warehouse area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The M&SSI may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, 10-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours vary Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

See “General Post Order Addendum”

EMPLOYEE'S COMMENTS:

Print Employee's Name

Employee's Signature

Date

Supervisor's Statement: I have discussed the duties of the position with the employee.

Print Supervisor's Name

Supervisor's Signature

Date

GENERAL POST ORDER ADDENDUM

Reasonable Modification/Accommodation: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities of the Department. The Armstrong Remedial Plan (ARP) provides that such requests may be denied only if one or more of the following four defenses apply:

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means;

These defenses are derived from the Americans with Disabilities Act (ADA) and from the 1987 United State Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible and the CDCR will continue to be deficient with respect to compliance with federal law federal court order.

Equally Effective Communication: The ARP and the ADA require public agencies to ensure equally effective communication with inmates, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with inmates who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Inmates with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that Division of Adult Institutions staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings, etc.; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the inmate understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the inmate to explain what was communicated in his or her own words.

Tracking: The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking inmates with disabilities based upon the CDC Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the *Armstrong Clark* Tracking System (ACTS) and requires all institutions to use this system for tracking all inmates with Developmental Disability Placement (DDP) and DDP codes. The ACTS was designed to work in conjunction with the CDC 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. The C&PRs and RC CC-IIIs are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

Inmates with Housing Restrictions: The ARP requires doctors to generate chronos with physical limitations for inmates verified with certain CDC 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure inmates are housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for inmate housing. If the inmate has a DDP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the inmate expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where inmates are not housed consistent with documented housing restrictions.

Prescribed Health Care Appliances: The ARP IV.F.3. provides that inmates shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an inmate misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.