

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM WASCO STATE PRISON-RECEPTION CENTER		POSITION NUMBER (Agency-Unit-Class-Serial) 180-211-1508-003		MCR / HCR 1/D
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS/ FOOD SERVICES		CLASSIFICATION TITLE MATERIALS AND STORES SUPERVISOR I, CF		
		WORKING TITLE M&SSI- FOOD SERVICES		
		TIME BASE / TENURE PERMANENT/FULL TIME	CBID R12	WWG 2
LOCATION WASCO	INCUMBENT		EFFECTIVE DATE	

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

The Materials and Stores Supervisor I (M&SSI) is responsible for delivery, receiving, store, purchase and inventory supplies utilized by food services. The M&SSI is responsible for ensuring proper quantity and quality of food and supply items. Coordinates institutional food delivery activities with various departments. This position requires a Class C driver's license.

Work Hours: 0900 am – 1700 pm Monday/Thursday/Friday and 0600 am – 1400 pm Saturday/Sunday.

RDOs: Tuesday/Wednesday.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Assistant Correctional Food Manager, the Materials and Stores Supervisor I, supervises and directs inmate workers in the delivery and receipt of food supplies for the Food Service Operation.

% 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.
30%	Supervises and directs inmate workers in the loading and unloading of food and supplies. Ensures that proper safety and storage techniques are utilized. Monitors temperatures and quality control. Date items as received. Supervise and directs inmate workers in the storage and delivery of food and supplies.
25%	Provides safety and food operational training to the inmate workers weekly. Receiving and transporting food and supplies from Warehouse and delivering food and supplies to various kitchens utilizing the Food Transport Truck.
20%	Inventories and monitors storage levels in the storerooms and walk-ins. Ensures that all items are properly stored and inventoried. Purchases food service equipment and supplies utilizing the institutional procurement process. Inspects stock for quality and usage. Prepares reports, both written and oral. Prepares daily, weekly, and monthly inventory reports.
10%	Maintains Inmate Work Incentive records and reports. Prepares daily time cards and time sheets for assigned inmate workers. Enters information into SOMS. Assigns inmate pay numbers, monitors and evaluates inmate performance. Prepares inmate disciplinary reports and counseling chronos.

10%	Monitors food equipment refrigeration, freezers, safety, security and maintains sanitation in area of assignment and surrounding areas. Attends In-Service-Training classes and receives On-the-Job Training.
5%	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.

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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