

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-211-1508-002		MCR / HCR 1
DIVISION / UNIT Business Services/Food Services		CLASSIFICATION TITLE Material and Stores Supervisor I, CF		
		WORKING TITLE Material and Stores Supervisor I, CF		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 5/5/2026
CDCR'S MISSION, VISION and COMMITMENT				
<p>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.</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> <p>Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
DIVISION OVERVIEW				
The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.				
GENERAL STATEMENT				
Under the direct supervision of the Assistant Correctional Food Manager, DOC, the Materials & Store Supervisor I (M&SSI) Storeroom has the responsibility of supervising any incarcerated people loading and unloading the food transport truck, receiving,				

storing, and distributing food to the various satellite kitchens. Your function is to transport food supplies from Warehouse, Central Kitchen to Satellite Kitchens or make any other food service deliveries, whenever institutional needs demand. You are responsible for obtaining a vehicle inspection sheet and inspecting all equipment under your control. You are to make sure that your transport truck is cleaned and sanitized daily and that you are not cross-containing food with slop, chemicals etc. All damages to the food transportation equipment or unscheduled maintenance will be documented and notified to you supervisor immediately.

Work hours: 07:30-15:30, Monday through Friday. RDO's Saturday and Sunday.

% 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%	Supervise incarcerated people crew during pick-up, transport and delivery of food and supplies to and from the Central Kitchen, Facility Kitchens and Warehouse. Maintain the storeroom in an orderly manner. Instruct crew on the safety practice of lifting, pushing, pulling, and transport of the various food service-related items.
20 %	Maintain HACCP paperwork for all food received from warehouse, and vendors. Rotate all foods received to follow FIFO when storing. Drive various food service trucks for the purpose of transporting various food service items to and from all food service locations and storage areas.
15%	Maintain security of the vehicles by keeping them locked at all times and making daily safety inspections of vehicles used. Report any unusual occurrences and/or breaches of security you witness or have knowledge of. Visually check vehicles and work areas for any breach of security (any locking, securing devices that exhibit any signs of apparent tampering, any unlocked doors, devices, etc.) Report any discrepancies to Supervising Correctional Cook.
15%	Supervise, verify deliveries and check for accuracy of amounts delivered. Safely load and unload vehicles with the assistance of incarcerated people crews when available.
5%	Assist other areas in the institution when situations arise that are considered "Institutional Needs" such as assisting the Camp M&SSI; in creating purchase requisition, and Goods Receipts during fire season., or whatever the Warden deems necessary to continue the day-to-day operation of the institution.
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 PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, 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 timeline 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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