

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 057-700-1576-001		MCR / HCR 1
DIVISION / UNIT PROCUREMENT/BUSINESS SERVICES		CLASSIFICATION TITLE PRISON CANTEEN MANAGER II		
		WORKING DAYS/HOURS: Monday – Friday 0800 thru 1600 (Position may require incumbent to work flexible hours and/or overtime).		
		TIME BASE / TENURE	CBID S12	WWG 2
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026
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 CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION				
<p>California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Prison Canteen Manager II is responsible for the supervision of staff, incarcerated persons and the overall operation and function of the canteens located at the East and West Facilities. This includes the researching, purchasing, pricing, storing, reporting, and accounting of various items used and purchased by incarcerated persons throughout the canteen system.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Procurement & Services Officer II.				
% 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%	Supervise and control the daily functions of the canteens. Assign, monitor, and evaluate the daily work of staff including their ability to supervise incarcerated persons. Establish, maintain, and enforce policies and procedures related to DOM Supplement Article 50, Section 54070 titled Canteen.			
25%	Review sales records, research merchandise for quality and cost, project sales, establish resale prices and produce purchase documents. The Prison Canteen Manager II shall provide training to staff in the most effective methods to control State property. This includes the proper handling of food (perishable and non-perishable), correct			

	documentation of incarcerated person work performance, and proper servicing of the mini canteens. Keep theft to a minimum.
25%	Organize, store, update and maintain all correspondence associated with Incarcerated person Accounting Branch and the Incarcerated person Welfare Fund. Track all reports and submittals including monthly inventories, ducat sales, overtime approval, sales records, etc. Prepare annual and mid-year budget requests and changes. Schedule staff in conjunction with the needs of the institution.
15%	Provide ongoing feedback to the Procurement & Services Officer II. Provide information regarding issues dealing with the complexities of operating the canteen program. Attend MAC meetings and be the "technical expert" for the institution regarding product acceptability and the Approved Property Schedule. Communicate with Quad and Unit custody supervisors regarding any ongoing problems or incarcerated person shopping issues.
5%	Protect and maintain the safety of persons and property as well as an orderly and secure work environment at all times. Supervise and perform searches and other duties as required. Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. 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 incarcerated persons, visitors, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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

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