

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 032-700-1576-001		MCR / HCR 1	
DIVISION / UNIT Business Services Division Incarcerated Individuals Welfare Fund – Warehouse/Purchasing		CLASSIFICATION TITLE Prison Canteen Manager II, CF			
		WORKING TITLE Prison Canteen Manager II, CF			
		TIME BASE / TENURE	CBID	WWG	COI Yes ☐ No ☒
		S12		2	
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 3/1/2026		INCUMBENT EFFECTIVE DATE	
WORK HOURS: 0800 – 1600 Hours		RDOs		Saturday, Sunday, Holidays	
CDCR'S MISSION and VISION					
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. 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 Positions allocated to the Prison Manager series direct the operations of a Prison Canteen. They personally do the purchasing and pricing, including meeting with incarcerated individuals or ward groups to determine their needs and interests, searching markets, contacting vendors and maintaining ongoing relationships, selecting and ordering merchandise, and pricing merchandise for sale to incarcerated individuals or wards within established guidelines. Prison Canteen Managers are also responsible for the warehousing and storekeeping functions such as the receipt, storage, inventory, sales, and accountability for various food and personal items for sale to incarcerated individuals or wards. They also maintain order and supervise the conduct of incarcerated individuals, wards, residents or patients; protect and maintain the safety of people and property; and do other related work. A Prison Canteen Manager II plans, organizes and directs the entire Canteen program for a large correctional institution, where the responsibility includes supervising civil services and incarcerated workers. Incumbents maintain order and supervise the conduct of persons committed to the Department of Corrections; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals, residents, or patients for contraband, such as weapons or illegal drugs.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Procurement and Services Officer II, the Prison Canteen Manager II has responsibility for the overall operation of the Incarcerated Individual Canteens. It is the Prison Canteen Manager II's responsibility to: Plan, organize, and direct staff in a prison canteen, including incarcerated assistants; anticipate and estimate merchandise, stocks and supplies needed to operate a prison canteen; establish and maintain effective working relations with those contacted in the work; keep records and prepare reports; promote socially acceptable behavior among incarcerated individuals or wards; analyze situations accurately and take effective action. The Prison Canteen Manager II is required to maintain order and supervise the conduct of persons committed to the Department of Corrections; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated individuals, residents, or patients for contraband, such as weapons or illegal drugs. In the event incarcerated individuals must be out counted, the Prison Canteen					

032-700-1576-001

Manager II is responsible to physically identify the incarcerated individuals before the out count can accurately be called in, and physically identify the incarcerated individuals before the positive count can accurately be called in.

Duties include but are not limited to the following:

% 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.
20%	Oversee vendor contact on a monthly basis for replenishment of stock. Review new items for consistency of resale purchases.
15%	Prepare management reports, monthly canteen reports, budget reports and any special projects mandated.
10%	The review, formulation and implementation of canteen operating procedures.
10%	Direct supervision and training of the Prison Canteen Manager I's and Materials and Stores Supervisor I's, evaluating performance and preparing them to assume a higher level of responsibility.
10%	Verify the monthly inventories which are taken in the canteens.
10%	Development and enforcement of security control measures, which include the supervision, maintenance and control of merchandise handling with special emphasis on incarcerated individual control. Constant review of and revisions are mandatory to ensure losses do not occur.
05%	Attend weekly staff meetings and meetings with the Men's Advisory Council as needed for the presentation of anticipated new items and any possible schedule changes.
05%	Research and answer all incarcerated individual problems and appeals in consultation with subordinate staff. Answer telephone inquiries related to canteen matters, i.e., pricing, hours of canteen, monies remaining on accounts and scheduled withdrawals, these questions come from various sources, i.e., incarcerated individuals, counselors and administrative staff.
05%	Receive and verify merchandise delivered/ received from the Receiving Warehouse. Responsible to visually overseeing the loading of trucks to ensure that no incarcerated individual is concealed.
05%	Oversee the control of preparation of bag orders and window sales. This is a critical area in the prevention of losses.
05%	Participate in appropriate In-Service Training, On-the-Job Training and complete 8 hours of mandatory annual block training; perform other related duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in a 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

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