

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 178-211-1508-002/003/004		MCR / HCR	
DIVISION / UNIT Division of Adult Institutions / Food Services		CLASSIFICATION TITLE Materials & Stores Supervisor I			
		WORKING TITLE Materials & Stores Supervisor I – Food Services			
		TIME BASE / TENURE P/FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION 7018 Blair Road, Calipatria, CA 92233 (Imperial County)		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
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 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. 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.					
DIVISION OVERVIEW					
Strive to enhance the safety and wellness of our staff, community and incarcerated persons for which we are responsible, while providing quality health care and meaningful rehabilitation.					
GENERAL STATEMENT					
Under the direction of the Supervising Correctional Cook (SCC), the Materials and Stores Supervisor I (M&SSI), Correctional Facility (CF), supervises and directs incarcerated workers in the delivery and receipt of food and supplies for the Food Service Operation. The M&SSI is responsible for receiving, storage, and inventory of food and supplies, making deliveries of various commodities. The M&SSI is responsible for ensuring proper quantity and quality of food and supply items, coordinates activities with Food Service and Warehouse staff. The M&SSI will operate vehicles necessary to facilitate institutional pick up and deliveries of various commodities within and outside the institution; may supervise incarcerated workers in the loading and unloading of trucks. The					

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M&SSI may be required to cover behind any position or vacancy in the same classification. As an M&SSI, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis.

% 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.
35%	Supervise the receipt, storage, issuance and delivery of all food materials and supplies to all kitchen areas of the institution. Delivers and picks up food, equipment, feeding and other supplies or commodities as instructed by SCC. Deliveries are made to various areas within and outside of the institution. Monitors and documents about the temperatures and quality of food delivered. Supervises and directs incarcerated workers in the loading, unloading, storage and delivery of food and supplies. Ensures proper safety and storage techniques are utilized.
25%	Conducts safety inspection of the food transport truck and/or delivery vehicles. Perform preventive maintenance and cleanliness of Food Service vehicles. Advise the SCC of needed equipment repairs or other problems that may affect the safe operation of the delivery vehicles.
20%	Prepare daily, weekly and monthly inventory reports.
10%	Maintains open communication with the SCC in the general operation of the Food Service Department. Advises other shift M&SSI of any pertinent information necessary for the operation of the delivery vehicle, including the status of equipment, food and non-food, special instructions from supervisors and any other information pertinent to the smooth and efficient operation of the truck and/or delivery vehicles. Provide coverage of other work areas when directed.
5%	Advise the SCC and documents any occurrences and breaches of security that are witnessed or become aware of. Maintains and prepare required logs such as but not limited to FTD logbook, travel log, etc.
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. Attends In-Service Training and receives On-The-Job Training.

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 prison incarcerated persons, visitors, non-employees and employees shall be made aware of this.
- **Loading/Unloading Security:**
 - 1) All vendor/freight vehicles are initially searched at Entrance Gate. At that time, all trailer/cargo boxes are secured with a state padlock. Receiving Warehouse staff shall unlock the padlock, remove it from the door clasp, and reattach it to the vehicle in the locked position.
 - 2) The delivery driver must open the trailer/cargo box door in the presence of a warehouse staff. The warehouse staff will check the trailer/cargo box for contraband and any visible damage prior to allowing access to incarcerated workers. If contraband is found, secure the area and notify a Warehouse Supervisor.
 - 3) Receiving staff will ensure that all delivery drivers sign the warehouse logbook and provide their company's name and the license number of the vehicle.
 - 4) Warehouse staff will provide direct and constant supervision of the loading/unloading operations. Staff who supervise incarcerated workers loading/unloading vehicles will ensure that only the minimum number of incarcerated workers required to perform the task are present. All incarcerated workers performing these tasks will be counted prior to and at the conclusion of the loading/unloading process. Staff must not be distracted during the loading/unloading process. If the supervising staff member is distracted during the process, for any reason,

the vehicle will be unloaded to the degree necessary to ensure that no incarcerated workers have concealed in the vehicle. The vehicle trailer/cargo box shall be secured anytime the supervising employee's attention is drawn away from the freight vehicle.

5) All freight vehicles will be searched for concealed incarcerated workers prior to departure. The vehicle will then be padlocked prior to departing the dock area.

- **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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Knowledge of modern warehousing methods and practices, including the keeping of receiving, shipping and inventory records, Office of Procurement specifications, freight claim procedures, operation of material handling equipment, inventory, and quality control.
- **Education and/or Experience:** Education shall be equivalent to Twelfth Grade level, demonstrated by a high school diploma, GED certificate, and successful completion of twelve semester units of college-level work, certification from the State Department of Education, local school board, or high school authorities. Experience shall consist of not less than one year performing the duties of a Warehouse Worker or Stock Clerk in California state service; or, two years' service in a storeroom or warehouse in work involving the receipt and issuance of a 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.)
- **Language Skills:** Verbal communication skills which affect receipt and transmission of instructions, orders, commands, and functional conversation in emergency situations as well as ordinary warehouse related activities.
- **Mathematical Skills:** Ability to accurately count large volumes of inventory, apply the full complement of units of measure to calculations and conversions; perform mathematical computations including addition, subtraction, multiplication, and division.
- **Reasoning Ability:** Ability to practically employ required warehousing knowledge and experience; exercise good judgment; produce logical conclusions; methodically complete warehousing functions; provide solutions to difficult situations; ascertain facts; locate documents and required resources; and application of proper lifting techniques, operation of material handling equipment, and deployment of human resources.
- **Certificates, Licenses, Registrations:** Valid California Driver's License
- **Other Skills and Abilities:** Exhibit a high degree of initiative, independence, and conformity to established warehousing and storekeeping principles and practices. Willingness to rotate to alternate assignments. Ability to maintain regular attendance and 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 the incarcerated population.
- **Machines, Tools, Equipment, and Work-Aids:** Forklift, transport vehicles, pallet jacks, flatbed carts, dollies, ladders, and various hand tools.

Assignments may include sole responsibility for the supervision of incarcerated workers and/or the protection of personal and real property. Incarcerated workers may be used to perform many of the lifting and carrying demands in the warehouse; however, employees must be able to meet the physical demands of their job description because incarcerated workers are not permitted to work in some areas of the warehouse and are not available during periods of lockdown or times of institutional emergency.

- **Sexual Harassment Policy:** Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
- **Code of Conduct:** As an employee of the California Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated population and wards, families of the incarcerated population and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry,

gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

- **Incompatible Activities:** Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

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

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