

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) 056-211-1508-003		MCR / HCR 1	
DIVISION / UNIT FEEDING/BUSINESS SERVICES		CLASSIFICATION TITLE MATERIALS & STORES SUPERVISOR I, CF			
		WORKING DAYS/HOURS: Friday thru Monday 0530 - 1530 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93401		INCUMBENT		EFFECTIVE DATE 08/18/2026	
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 CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
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. 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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
This position may also at time be responsible for the distribution of Facility M Diner products. You are required to have and maintain a valid driver's license. This position supervises incarcerated person workers assisting in the loading and unloading of the various Food Service trucks. This position also participates in the training of incarcerated person workers in safety and operational procedures. This position receives orders, instructions, information, directions and training from the ACFMs and gives orders, instructions, information, and training to the incarcerated person workers. This position also receives and relays information to the Supervising Correctional Cook and other staff as required. The Materials and Stores Supervisor I act as a backup for staff positions assigned in Food Service, and may be required to provide coverage for institutional workload. You are required to maintain order and supervise the conduct of incarcerated persons assigned to all Food Service areas, supervise and instruct them in their work and submit periodic written appraisals of their conduct and productivity; prevent escapes and injury by them to themselves or others or to property; maintain security of working area and work materials; inspect premises and search incarcerated persons for contraband. Inform Supervisors of any issues or problems that may arise in the operation of the Food Service Dock or Support Warehouse.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the direct supervision of the Assistant Correctional Food Manager (ACFM), this position is responsible for the loading, unloading, receiving and delivery of food and material products received from direct deliveries, Support Warehouse, Central Kitchen, and Camp Kitchen. This position may assist the Support Warehouse when needed.					
% 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%	Perform pick up, and delivery duties of Food Services required commodities, goods and services. Load, unload and operate vehicles correctly and safely. Receiving commodities, goods and produce on the East Dock of Food Services. Coordinate and facilitate the distribution of food to the Camp Food Docks.
30%	Complete all documentation necessary for the receipt and distribution of product including HACCP, stock receipt reports and BIS entries.
10%	Hire, evaluate, approve absences, take administrative action, assign and approve work, train and direct incarcerated person staff, maintain incarcerated person pay and time records, while keeping in compliance with IWTIP.
10%	Maintain security, such as inspecting premises and searching incarcerated persons for contraband, such as weapons, illegal drugs and stolen merchandise.
5%	Provide workload coverage for the Food Service M&SS I positions as needed as well as the Support Warehouse on occasion if needed.
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 time sheets 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 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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