

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CENTINELA STATE PRISON (CEN)	POSITION NUMBER (Agency-Unit-Class-Serial) 404-700-1508-004	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / California Department of Corrections and Rehabilitation	CLASSIFICATION TITLE Materials & Stores Supervisor I		
	WORKING TITLE Materials & Stores Supervisor I (Canteen)		
	TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION Business Services – Procurement/Canteen	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			
The mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.			
GENERAL STATEMENT			
The Materials & Stores Supervisor I will consult on general policies and procedures concerning the operations of the Prison Canteens with the Materials & Stores Supervisor II (Canteen). He/she will be responsible for supervising the receipt of large volumes of supplies requiring complex storage. He/she will supervise incarcerated people in the area of the Prison Canteen.			

Revised: 11/24

% 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, train, and direct incarcerated person workers in the area of canteen operations. Submit periodic appraisals on incarcerated person workers' conduct and productivity. Maintain security of workspaces, merchandise, and working materials. Conduct regular searches of canteens and incarcerated people for contraband. Operate canteen computer, fill orders for customers and maintain customer line order.
20%	Supervise incarcerated person clerks and the receipt/storage of various supplies and verify amounts received against amounts ordered. Take physical inventories, assist with the reconciliation of inventories, and maintain transaction files.
20%	All Support Warehouse/Canteen staff are required to either search or inspect all containers and food items prior to their entry into the institution. For this purpose, "Search" is defined as "to make a thorough examination of or look over carefully in order to find something concealed." "Inspection" is defined as "to examine carefully and critically for tampering or other visual indicators without disturbing the contents." When conducting these searches/inspections, all food handling procedures including Hazard Analysis Critical Control Point (HACCP) instructions will be adhered to.
10%	Staff who supervise incarcerated people loading/unloading vehicles will ensure that only the essential number of incarcerated people required to perform that task are present. All incarcerated people who are present will be counted prior to and at the conclusion of the assigned task. Staff must not be distracted during the loading/unloading process for any reason. If the supervising staff member is distracted or his/her attention is diverted during the loading process for any reason, the staff member will ensure the shipment/cargo is unloaded to the degree necessary to ensure no incarcerated persons have hidden themselves in the vehicle/trailer cargo area and then again directly supervise the reloading of the shipment/cargo.
5%	At the conclusion of the loading of a shipment the vehicle/trailer will be padlocked and directly driven to the Vehicle Sallyport to be processed out of the institution's security perimeter, or to a designated staging area where there are no incarcerated person access and the vehicle/trailer is under direct observation of a 24-hour armed post.
5%	Make pick-ups and deliveries of various supplies, mail, canteen draw ducats, and postage for the canteen. Assist the Procurement Department in other areas of Materials & Stores Supervisor I responsibilities throughout the institution as required. Perform administrative duties including, but not limited to adhering 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.	
NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.	
SUPERVISORY RESPONSIBILITIES: None.	

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.

EDUCATION and/or EXPERIENCE: Education shall be equivalent to twelfth grade level demonstrated by a high school diploma, G.E.D. certificate, successful completion of twelve semester units of college-level work, certification from the State Department of Education, local school board, or high school authorities. Either one year of experience performing the duties of a Stock Clerk, Warehouse Worker (Correctional Facility) or Warehouse Worker in California state service; or, two years of experience in a storeroom or warehouse in work involving the receipt and issuance of large volume of various 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: Ability to maintain regular attendance, be punctual, and the ability to perform heavy physical labor.

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 estimate possible future demands of various supplies based upon past needs; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action; learn the operation of forklifts and other types of motorized material handling equipment. In addition, determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications.

CERTIFICATES, LICENSES, REGISTRATIONS: None

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance, be punctual, and to perform heavy physical labor.

DESIRABLE QUALIFICATIONS: California Driver's License.

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 incarcerated persons.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Forklift, transport vehicles, pallet jacks, flatbed carts, dollies, ladders, various hand tools, computer, and calculator.

COMMENTS: The M&SS I works from 08:00 a.m. to 16:00 p.m., Monday through Friday. Other days and hours may be worked based on operational need.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

Incarcerated person workers may be used to perform many of the lifting and carrying demands in the warehouse canteen; however, employees must be able to meet the physical demands of their job description because incarcerated persons are not permitted to work in some areas of the warehouse and canteen and are not available during periods of lockdown or times of institutional emergency.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by discussion and observation with the Prison Canteen Manager's I & II to arrive at the duties for this job description.

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

Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, 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 persons and wards, families of incarcerated persons 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.

Initial: _____

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.

Initial: _____

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 WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

GENERAL POST ORDER/DUTY STATEMENT ADDENDUM

REASONABLE MODIFICATION/ACCOMMODATION: Reasonable modification or accommodation is the process of modifying policy, procedure, physical plant, etc. to facilitate access to programs, services, and activities for incarcerated persons with disabilities. Under the Americans with Disabilities Act (ADA), incarcerated persons with disabilities have a right to request reasonable modification or accommodation to access programs, services, and activities of the Department. The ARP provides that such requests may be denied only if one or more of the following four defenses apply

1. Legitimate Penological Interest,
2. Undue Burden and Fundamental Alteration,
3. Direct Threat,
4. Equally Effective Means.

These defenses are derived from the ADA and from the 1987 United States Supreme Court decision in *Turner v. Safley*. Staff should consult ARP II.H, Justification for Denial of Requests for Reasonable Accommodation for detail on the applicability of these defenses. If CDCR staff denies requests for reasonable modification or accommodation where these defenses do not apply, the denial may not be legally defensible, and the CDCR will continue to be deficient with respect to compliance with federal law and federal court order.

EQUALLY EFFECTIVE COMMUNICATION:

The ARP and the American with Disabilities Act (ADA) require public agencies to ensure equally effective communication with incarcerated persons, in particular where important interests such as due process, health care delivery, legal, etc. are at stake. In these instances, the ADA requires public agencies to give primary consideration to the preferred method of communication of the individual with a disability. Staff is required to dedicate additional time and/or resources as needed to ensure equally effective communication with incarcerated people who have communication barriers such as hearing, vision, speech, learning, or developmental disabilities. Incarcerated people with severe hearing impairments who rely on sign language for effective communication have been most underserved in this area. It is my expectation that DAI staff will take necessary steps to obtain the services of a qualified sign language interpreter for communications that involve due process, appeals, notice of conditions of parole, classification committee hearings etc; attempting to use written communication for these contacts violates the ARP and the ADA. The ARP and CDCR policy require staff to document their determination that the incarcerated person understood the communication, the basis for the determination, and how the determination was made. A good technique is asking the incarcerated person to explain what was communicated in his or her own words.

TRACKING:

The ARP requires Classification and Parole Representatives (C&PR) and Reception Center Correctional Counselors-III (RC CC-III) to develop local procedures for tracking incarcerated people with disabilities based upon the CDCR Form 1845. Deputy Director Memorandum 159/03, dated November 25, 2003, implemented the Armstrong Clark Tracking System (ACTS) and requires all institutions to use this system for tracking all incarcerated people with Disability Placement Program (DPP) and DDP codes. The ACTS was designed to work in conjunction with the CDCR 1845, rev. 01/04, and includes fields dedicated for entering and reporting housing restrictions such as lower bed/lower tier housing, accommodations for effective communication, and prescribed health care appliances. C&PRs and RC CC-IIIs are required to distribute updated ACTS housing rosters to division heads bi-weekly and division heads are required to distribute the rosters to housing units, custody supervisors, correctional counselors, etc. It is my expectation that custody supervisors will ensure ACTS rosters are used to identify incarcerated people with housing restrictions and ensure they are housed appropriately. Staff shall also use ACTS rosters to identify effective communication needs, in particular the need for a sign language interpreter.

INCARCERATED PERSONS WITH HOUSING RESTRICTIONS:

The ARP requires doctors to generate chronos with physical limitations for incarcerated people verified with certain CDCR 1845 disabilities. These limitations often involve housing restrictions. It is custody staff's responsibility to ensure incarcerated persons are

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housed consistent with housing restrictions; therefore, institutions shall establish local procedures to ensure chronos with housing restrictions are forwarded to the C&PR/RC CC-III and to the custody supervisor responsible for incarcerated person housing. If the incarcerated person has a DPP code, the C&PR/RC CC-III or designee shall update the housing restriction information in the ACTS. The custody supervisor shall conduct bed moves if necessary to accommodate the incarcerated persons expeditiously according to the documented housing restrictions. Also, custody supervisors shall train housing officers to report all cases where incarcerated persons are not housed consistently with documented housing restrictions.

PRESCRIBED HEALTH CARE APPLIANCE:

ARP IV.F.3 provides that incarcerated people shall not be deprived of appliances that were properly obtained while in CDCR custody unless for documented safety or security reasons or a physician determines it is no longer necessary or appropriate. Unless an incarcerated person misuses a prescribed appliance in a manner that threatens safety or security, there is no legally defensible reason for custody staff to take it away after the custody captain or designee has reviewed it for safety and security concerns and approved it.

Addendum Revised 04/2025