

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-211-1508-001	MCR / HCR	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Materials & Stores Supervisor I (CF)		
	WORKING TITLE Materials & Stores Supervisor I (CF)		
	TIME BASE / TENURE P/FT	CBID R12	WWG 2
LOCATION Vacaville, California	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			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			
GENERAL STATEMENT			
Under the direction of Assistant Correctional Food Manager, the Materials & Stores Supervisor I is responsible for receiving and storing materials, issuing, delivery and inventory of a large volume of varied supplies in the kitchen or designated storage areas. Duties include but are not limited to: delivery, pick-up, processing and distribution of food and food supplies. Ensure quantity and quality of all goods and complete all necessary receiving documents, records and inventories and data entry. All staff should be able			

to lift 50lbs. and are expected to operate and maintain proper certification for material handling equipment and vehicles.		
% 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.	
45%	Deliver; load/unload supplies, food, etc. throughout the institution. Monitor incarcerated individuals assigned to Food Services. Maintain observation of incarcerated individuals to prevent possibility of escapes during the loading and unloading process at the main kitchen and satellite kitchens or within the security perimeter.	
40%	Train, direct, supervise, and monitor the work of incarcerated individuals in methods of material handling, proper use of equipment, palletizing and loading material for delivery. Ensure that incarcerated individuals are aware of their duties. Prepare documents to discipline or replace incarcerated individual workers as necessary. May maintain accurate I.W.T.I.P. documentation in accordance with established time constraints and monthly payroll when incarcerated individuals are assigned. Inspect premises and search incarcerated individuals as necessary for contraband.	
10%	Reorder standard commodities when required. Assign work to small groups of incarcerated individual workers and various material handling activities to include maintaining food storage area cleanliness and sanitation.	
5%	Adheres to all rules and regulations set forth in the institutional procedures and the Director's rules (i.e. no smoking, proper wearing apparel, personal hygiene, (40) hours of I.S.T/O.J.T per year of which (8) hours is formal I.S.T.)	
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, nonemployees, and employees shall be made aware of this.		
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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE