

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 285-700-1508-XXX		MCR / HCR 1/D	
DIVISION / UNIT Business & Central Services/Canteen		CLASSIFICATION TITLE Materials & Stores Supervisor I, CF			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		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					
GENERAL STATEMENT					
Under the supervision of the Prison Canteen Manager II, this position is responsible for supervising the receipt, storage, and issuance of a volume of varied canteen merchandise. In addition to the above, the Materials & Stores Supervisor I maintains order and supervises the conduct of incarcerated people committed to the Department of Corrections, helps to prevent escapes and injuries by incarcerated people to themselves, others, and property; maintains security of working areas and work materials; inspects premises and searches incarcerated people for contraband, such as weapons or illegal drugs.					
% 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 sales activities at the Canteen window, e.g., checking proper identification of incarcerated people making purchases, operating sales procedures via automated canteen sales and inventory system, checking issued merchandise for contraband/stolen goods, and processing of incarcerated people's request for trust withdrawal of funds.			
30%		Supervise incarcerated workers in the overall operation of the canteen; including, unloading merchandise from trucks and vans, storing merchandise, stocking the canteen, bagging orders for administrative segregation, infirmary patients, or during lockdowns, and preparing for monthly inventory. Interview prospective incarcerated people for employment, prepare performance reports and incarcerated people timekeeping in accordance with Inmate Work and Training Incentive Program, and take disciplinary action when necessary.			

10%	Anticipate and estimate merchandise needs, prepare merchandise requisitions, assist canteen warehouse personnel in organization and delivery of merchandise.
10%	Perform inventory preparation, conduct inventory and reconciliation, special inventory, and merchandise inventory.
5%	Coordinate canteen incarcerated movement with custody staff thus ensuring safe and orderly conduct of incarcerated people at the canteen window. Take disciplinary action when necessary.
5%	Train new personnel in the canteen operation. Provide relief for other canteen staff, be responsible for the operation of the canteen in the absence of the Canteen Manager I or II. Attend a minimum of 40 hours of In-Service Training annually.
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.
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 time line 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	

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 accommodations 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 inmates.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Constantly - stands at the Canteen counter while issuing merchandise to customers.

Walking: Frequently - walks in and out of the store to retrieve stock from the back storage area, to control to pick up and return keys, to the Watch Office, and to the warehouse.

Sitting: Occasionally - sits while completing paperwork, during lockdowns, and yard recalls.

Lifting: Frequently - lifts stock to shelves, to build orders, when issuing merchandise out of window to customers. Most items to be lifted weigh under 25 pounds, with a maximum weight of 40 pounds. Usually, the heavier items consist of cases of supplies.

Carrying: Occasionally - items lifted are carried for short distances to a pallet jack or shelf.

Bending/Stooping: Frequently - stoops/bends when retrieving bags and merchandise and while conducting inventory and searches for contraband.

Reaching in Front of Body: Constantly - reaches while retrieving merchandise from counter, moving merchandise across scanner, and sliding items out the window to customers.

Reaching Overhead: Occasionally - reaches items on higher-level shelves.

Climbing: Occasionally - climbs to conduct inventories and searches, as well as when stocking shelves.

Balancing: Occasionally - balances while standing on a step stool to conduct inventory or retrieve stock from shelves.

Pushing/Pulling: Frequently - pushes/pulls to stock shelves, pull stock, maneuver pallet jacks in the warehouse, make deliveries to stores, and when sliding items on the window to customers.

Crouching/Kneeling: Occasionally - kneels/crouches while conducting searches and/or inventories.

Crawling: N/A

Fine Finger Dexterity: Constantly - uses fingers to inspect and issue merchandise, input data into a computer, and to operate a calculator.

Hand/Wrist Movement: Constantly - uses hand/wrists to type, lift and move merchandise, lock/unlock door and drawers, and to open boxes.

Hearing/Speech/Sight: Required to observe merchandise and sales information. Also necessary to communicate, direct, and provide training to inmate workers.

Drive Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - drives a forklift to transfer merchandise from the warehouse to a truck, then drives a truck to make deliveries to stores.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly:	Involves 2/3 or more of workday
Frequently:	Involves 1/3 to 2/3 of workday
Occasionally:	Involves 1/3 or less of workday
N/A	Activity or condition is not applicable

Fumes: Occasionally - from automobiles and trucks with diesel and gasoline engines; from forklifts operating on LPG; from battery-operated material handling equipment and from occasional deliveries of products.

Dust: Occasionally - encountered in work or storage areas outside the warehouse and less used areas within the warehouse. Dry, windy weather increases this probability.

Odors: Occasionally - some supplies, such as condiments, soaps, and detergent emit noticeable odors.

Moisture: Occasionally - outdoor work is completed despite rainy conditions.

Ventilation: Constantly - the warehouse has open doors during work hours and extensive ventilation fans to provide air circulation as needed. Office areas and the canteens are also afforded mechanical ventilation.

Temperature Extremes: Occasionally - ambient warehouse summer temperatures may approximate exterior temperatures, exceeding 100°F. Refrigerator temperature of 36°F and freezer temperature of 0°F are encountered. Overhead heaters moderate winter temperatures in non-refrigerated areas of the warehouse.

Architectural Barriers: Frequently - the warehouse is a single level facility at ground level. However, staff are expected to climb ladders, stairs, ramps, hills, and to mount vehicles and material handling equipment. Overall, the institution's "foothill" location requires considerable walking on unpaved and uneven terrain. Satellite work sites may be void of stairs or ramps, requiring staff to step up and descend a three-foot-high dock area.

Working surfaces: Frequently - concrete, asphalt, soil, wood or metal truck floors, metal dock plates in wet or dry climatic conditions. Freezer is frequently glazed with ice crystals, creating a slippery work environment.

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 7:00 a.m. to 3:00 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 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 people 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 I & II to arrive at the duties for this job description.