

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Correctional Training Facility	POSITION NUMBER (Agency-Unit-Class-Serial) 103-700-1505-001			MCR / HCR 1/D
DIVISION / UNIT Procurement Department/Canteen	CLASSIFICATION TITLE Materials and Stores Supervisor II, CF			
	WORKING TITLE Materials and Stores Supervisor II, CF			
	TIME BASE / TENURE P/FT	CBID S12	WWG 2	COI Yes ☐ No ☒
LOCATION Soledad, CA	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION				
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 TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Materials and Stores Supervisor II, CF is responsible for assisting with the operation(s) of Facility A, B, C, East Canteen, and the Canteen Warehouse. This is a supervisory Canteen position that oversees six Materials and Stores Supervisor I, positions within the Canteen Department.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Prison Canteen Manager II (PCM II), this position is responsible for assisting the Prison Canteen Manager II in the supervision of the Correctional Training Facility Canteen Department. This position is the first line supervisor for the Materials & Stores Supervisor I's (M&SS I) assigned to the Canteen Department. This position will keep track of staff accountability by knowing when the M&SS I's are at their assigned location or if they have been redirected. Knowledge of the Trust Restitution Accounting and Canteen System (TRACS) software is mandatory for this position. This position is responsible for the ordering and receiving of Canteen goods from approved vendors using proper procurement procedures and financial separation of duties. This position receives shipments of Canteen goods via common carrier, and small parcel deliveries at the Procurement Support Warehouse, receiving dock. This position will ensure the safe loading and unloading of goods, which includes stacking loads at a safe height or with even proper weight distribution to prevent an uneven load or load shifting; ensure cargo is safely secured using available equipment (i.e., load bars. This position should maintain order and supervise the conduct of inmates assigned to their work area; supervise, train, and instruct them in their work, and submit periodically written appraisals of their conduct and productivity. This position will be required to work with or without inmate workers. This position is responsible for				

the inventory of the Warehouse Canteen goods, including an end of the month storewide inventory. This includes working with the assigned inmate workers to get an accurate count of every single item for sale in the canteen.

Based on Institutional need, this position may be redirected to any post within the Canteen operations to provide sick and vacation relief, or to fill a vacancy or any need as directed to allow for uninterrupted operations.

% 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.
30%	Supervision of 6 Materials and Stores Supervisor I's (M&SS I) assigned to the Canteen Department. Responsibilities include staff accountability, approving leave requests and ensuring there is proper coverage, filling out yearly performance reports, tracking of required training for individuals and work areas (i.e. quarterly fire drills, tool control).
20%	Responsible for the ordering and receiving of all goods sold in the Tri-Facility Canteens. Must have knowledge of what items are on contract and strictly follow the guidelines of the contracts. All ordering and receiving of Canteen goods are done with the TRACS software. This also includes transferring goods for sale to inmates to each of the Tri-Facility Canteen. This position requires the knowledge of separation of duties when ordering and/or receiving goods from vendors. The staff member that creates the purchase orders and the staff member that stock receives the goods must not be the same person.
20%	Responsible for keeping track of the inventory for each Canteen and ensuring the levels are more than enough for each draw. On a weekly basis, write an order for each Canteen, have the inmate workers pull it and have it delivered to the proper Canteen. After the order is pulled by the inmates, verify that everything requested was filled properly. The quantities are transferred to the Canteens using the TRACS software.
10%	Supervise inmate workers and provide them with proper training in receipt, issue, inventory stocking, forklift training, and all aspects of effectively supporting warehouse operations. Prepare and submit inmate timecards, evaluation reports and work change requests as they become due. Perform daily searches of the Canteen warehouse for contraband and pilfered goods.
10%	Perform an inventory of all Canteen goods at the end of each month. Inventory counts will be performed by 2 count teams of at least 2 people per team, which can include inmates. Both count teams will reconcile their numbers, and any discrepancies will require a second count. The warehouse inventory count sheets will be turned in to the Prison Canteen Manager II, where the counts will again be reconciled. Any recounts will be performed by a 3 rd count team.
5%	Responsible for following the Canteen Sales Window Procedures. The procedures are as follows: Call inmate to sales window, get state issued identification card (ID) and shopping list from Custody staff or inmate, identify the inmate by comparing the ID picture to the inmate, enter inmate CDCR number in the Trust Restitution Accounting and Canteen System (TRACS) computer program, have inmate verify his CDCR number, verify that the CDCR number entered in TRACS is the same as the inmate shopper, proceed with transaction – scan item and hand them out the sales window, have inmate sign, write their CDCR# and provide thumb print on the sales receipt, keep white copy of receipt and hand the yellow copy to the inmate and return state issued ID to inmate.

5%

Attend a minimum of 40 hours of In-Service Training and 24 hours of Block Training annually. Conduct physical inventories of tools and equipment as required ensuring accountability. Perform routine audits and inventories of secure lockers and storerooms. Maintains perpetual inventories of all chemicals maintained within the Canteen or satellite storerooms as required. In the event of an emergency, may be required to perform custodial functions. This position will participate in the Inmate Appeal process by providing responses at the Informal Level on Form 22.

Work hours are Monday through Thursday 0600 hours through 1600 Hours.
Regular Days Off (RDO): Friday, Saturday, Sunday, and approved State observed holidays.

SPECIAL REQUIREMENTS

- Strength, good physical agility, and willingness to do heavy manual labor. Reasonably expected to have and maintain strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising your health and well-being or that of your fellow employees or that of inmates.
- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, non-employees, 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 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

Diego Garcia