

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 072-700-1508-004		MCR / HCR 1	
DIVISION / UNIT Business Services / Canteen Tuesday - Friday 1230 – 2030 Saturday 0700 – 1500 RDO Sunday & Monday		CLASSIFICATION TITLE Materials and Stores Supervisor I, CF			
		WORKING TITLE Materials and Stores Supervisor I, CF - Canteen			
		TIME BASE / TENURE PERM/FT	CBID R12	WWG 2	COI Yes ☒ No ☐
LOCATION 300 Prison Road, 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					
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.					
GENERAL STATEMENT					
Under the general supervision of the Materials and Stores Supervisor II (M&SSII), the Materials and Stores Supervisor I (M&SSI), is responsible for performing a variety of duties associated with the operation of the Incarcerated person Welfare Fund (IWF), Prison Canteen Operations. Regular Days Off, (RDO's) Sundays and Mondays with duty hours of 1230 to 2030 hours, Tuesdays through Fridays and 0700 to 1500 hours on Saturdays. Staff is regularly assigned to the Main Canteen Tuesday through Saturday, however, may be required to operate in any of the FSP canteens in absence of other M&SSI's or on an as needed basis due to staff shortages for coverage purposes.					
% 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%		Supervises the sales activities at the Canteen window, e.g., checking proper identification of Incarcerated Person (IP) making purchases, operating sales procedures via automated canteen sales and inventory system, issuing and checking issued merchandise for contraband/stolen goods, and scanning all merchandise purchased by IP shoppers.			

35%	Supervise IP Canteen workers in the overall operation of the canteen, including, unloading merchandise from trucks and vans, storing merchandise, stocking the canteen, bagging orders for the Restricted Housing Unit (RHU), or during lockdowns. Interview prospective IP for employment, prepare performance reports and IP timekeeping in accordance with IP Work and Training Incentive Program, and take disciplinary action when necessary.
20%	Assist in the training of new canteen employees and vacation relief personnel. Operate prison canteen during the absence of the M&SSII. Prepares work orders for safety and security reasons in the work area to prevent injury and theft. Assists in the preparation and completion of daily spot checks, monthly inventory, and monthly reports. Operates material handling equipment such as counterbalance and reach forklifts to include electric pallet jacks. May assist the warehouse canteen M&SSI in the receiving and stocking of resale items as needed. Attends meetings representing the prison canteen operations when necessary. Responsible for daily cleanliness of the canteen work area. Attend a minimum of 40 hours of In-Service Training annually.
5%	Make merchandise deliveries of equipment or resale merchandise to appropriate canteens using a box truck, flat bed, van or any other available state vehicles. Responsible for maintaining proper tool control procedures, keeping all tools and equipment in a clean and safe working condition. Ensures the safekeeping of keys, alarms, and locking devices. Conduct an inventory of all tools, supplies, and equipment at the beginning and end of each shift. Notes discrepancies and takes immediate appropriate action. Ensures all controlled tools, equipment, and supplies are accounted for. Ensures all tools and equipment are operating satisfactorily including preparing work orders for needed repairs.
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 prison incarcerated persons, visitors, nonemployees 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:** Direct supervision of IP Canteen workers
- **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.
- **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 IP.
- **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.
- **The following is a definition of the on-the-job time spent in physical activities:**
 - a. **Constantly:** Involves 2/3 or more of workday.
 - b. **Frequently:** Involves 1/3 to 2/3 of workday.
 - c. **Occasionally:** Involves 1/3 or less of workday.
 - d. **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 incarcerated person 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.
- **The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:**
 - a. **Constantly:** Involves 2/3 or more of workday
 - b. **Frequently:** Involves 1/3 to 2/3 of workday
 - c. **Occasionally:** Involves 1/3 or less of workday
 - d. **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:** Assignments during tour of duty may include sole responsibility for the supervision of incarcerated persons and/or the protection of personal and real property.

IP workers may be used to perform many of the lifting and carrying demands in the warehouse and canteen; however, employees must be able to meet the physical demands of their job description because IP 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 emergencies.

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.

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 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 A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE