CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CSP-Solano	675-700-1508-005			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials & Stores Supervisor I (CF)			
	WORKING TITLE			
State of California Department of Corrections and Rehabilitation California State Prison - Solano	Canteen Materials & Stores Supervisor I			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R12	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Vacaville, California				

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 the Canteen Materials & Stores Supervisor II, the Canteen Materials & Stores Supervisor I assist in the overall operation of the canteen. The Canteen Materials & Stores Supervisor I operates sales windows, receives merchandise from canteen

warehouse, supervises an incarcerated work crew and conducts monthly inventories. 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.
30%	Operate sales window, verify cash register sales and outgoing merchandise.
25%	Receive merchandise from the canteen warehouse, restock sales stores and maintain bulk storage area.
20%	Conduct monthly inventories of resale merchandise; prepare reports required by the Incarcerated Individual Welfare Fund.
15%	Supervise and train incarcerated people's work crew. Maintain appropriate records regarding time worked and training provided. Conduct daily security checks of canteen areas and clothed body searches of incarcerated workers. Prevent escapes and injury by incarcerated people to themselves or to others on State property. Maintain security of working area and work materials. Inspect premises and searches incarcerated people for contraband such as weapons or illegal drugs.
10%	Process and account for all canteen draws. Maintain accurate records related to the weekly draws. Total canteen merchandise receipts in accordance with Automated Canteen Sales and Information system data.

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 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