CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)	MCR / HCR
CALIFORNIA MEN'S COLONY	057-700-1575-001/002	1

DIVISION / UNIT	CLASSIFICATION TITLE			
PROCUREMENT/BUSINESS SERVICES/ CANTEEN (EAST/WEST)	PRISON CANTEEN MANAGER I			
	WORKING DAYS/HOURS: Monday through Friday 0730-1530 (Position may require incumbent to work flexible hours and/or overtime)			
	TIME BASE / TENURE	CBID	WWG	COI
		R12	2	Yes ☒ No ☐

LOCATION	INCUMBENT	EFFECTIVE DATE
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		10/22/2026

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Prison Canteen Manager I (PCM I) assists the Prison Canteen Manager II (PCM II) with purchasing, pricing, storing, selling, and accounting of various items for the personal use of incarcerated persons. The PCM I acts as lead person to the Material & Stores Supervisor I's (M&SS I). Assign and review work of incarcerated persons, give instructions, maintain incarcerated person discipline, and inform PCM II of problems in operating the prison canteens. The PCM I will assist in the research of products, markets, contact vendors, and select merchandise, maintain order, supervise the conduct of incarcerated persons, protect and maintain the safety of persons and property. Must be familiar with departmental and institutional rules and regulations and D.O.M Section 54070, pertaining to canteen operations and institutional emergency procedures.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direct supervision of the PCM II, the PCMI is responsible for assisting in the operation of the prison canteen.

% 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.
25%	Assist with the research of products for quality and cost, contact vendors to negotiate pricing, freight, quality and quantity, order merchandise and establish resale prices. Must have knowledge of basic computer skills.
20%	Provides assistance in controlling the selling and issuing of merchandise to the institution's general population.
20%	Hire, evaluate, approve absences, take punitive action, assign and approve work, train and direct incarcerated person workers, maintain incarcerated person pay and time records.

10%	Maintain security, by inspecting premises and searching incarcerated persons for contraband, such as weapons, illegal drugs, and stolen canteen merchandise.
10%	Receive training in canteen-related functions from PCM II. Assist in training M&SS I's and Incarcerated person Workers in the Main and Mini Canteens.
5%	Assist and control monthly canteen inventories, select merchandise, and assist in resale pricing.
5%	Assist in preparing the canteen annual budget, canteen monthly reports and prepare explanations of loss if needed.
5%	Attend meetings with Administration, MAC and IST. Act in the capacity of the PCM II in his/her absence. 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 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.

CONSEQUENCE OF ERROR

- Example: 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