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
Folsom State Prison	071-211-1508-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Materials and Stores Supervisor I – Correctional Facility			
	WORKING TITLE			
Business Services Food Services	M&SSI - Culinary			
	TIME BASE / TENURE	CBID	WWG	COI
	PERM/FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
300 Prison Rd. Represa CA, 95671				

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 Supervising Correctional Cook, CF, the Materials & Stores Supervisor I, CF (MSSI) is responsible for vendor solicitation for purchase of, receipt, storage, ordering, and issuance of a large volume of varied supplies and commodities in the Warehouse. Supervise the loading of items into the truck at the CSP-SAC warehouse. Perform Goods Receipts (GR). Operation of all equipment assigned to the warehouse. Work with in the warehouse or institution in the facilitation of delivery and removal

of supplies. They are responsible to receive, set up, store, proper rotation (FIFO) and inventory food supplies for the kitchen. Furthermore, they are responsible to ensure proper quantity and quality of food and supply items. The M&SS1 coordinates their activities with FSP food service management and warehouse staff.

% 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%	Receive large volume of products per standard operational procedure. Perform Goods Receipts (GR) and or Goods Issued (GI). Inspect items being received, ensuring they meet quality standards. Responds to inquiries from the Accounting Office and the tracking of purchase orders. Pull, verify, and issue product for facility-wide distribution. Ensure orders are pulled correctly and in a timely manner. Replenish stock daily. Safely operate equipment within the Warehouse and Main Kitchen. Drive the assigned truck to the assigned facility as needed. Complete kitchen food and supply requisitions (Std. 115).
30%	Create Purchase Requisitions. Perform Material Transfers from warehouse to designated area. Supervise and train incarcerated person staff on proper procedures and inventory methods. Prepares incarcerated person disciplinary reports and counseling Chrono's. Track incarcerated person time in the Strategic Offenders Management System. Conducts regular site inspection for cleanliness and procedure compliance. Prepares reports, both written and oral, and prepares daily, weekly and monthly inventory reports.
20%	Prepares reports, both written and oral, and prepares daily, weekly and monthly inventory reports. Separate expired product, organize, and report discrepancies to SCC and ACFM. Monitor late or non-shipment of merchandise and follow up with vendors Ensure all food and supplies are properly dated and stored, using the first in, first out principals (FIFO). Pull, verify, and issue product for facility-wide distribution ensuring orders are pulled correctly and in a timely manner. Clean and sanitize all storerooms, refrigerators and freezers on an organized schedule .
10%	Coordinate daily and weekly menu requirements with the SCC and/or ACFM regarding Food Service general operations; continually evaluate and assess policies and procedures for productivity, efficiency and overall results. Attends In-Service Training necessary to meet annual requirements, follows all departmental/institutional policies and operating procedures.
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. Other duties as assigned.

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**