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
CALIFORNIA CORRECTIONAL INSTITUTION	054-212-1508-005		1
DIVISION / UNIT	CLASSIFICATION TITLE		
	MATERIALS AND STORES SUPERVISOR I, CF		
	WORKING TITLE		
ADULT INSTITUTIONS/REGION IV	Materials and Stores Supervisor I – Main Laundry		
	TIME BASE / TENURE	CBID	WWG	COI
		R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE
TEHACHAPI			4/1/2026

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

The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:

1. Providing opportunities for these incarcerated people to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and
2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs

GENERAL STATEMENT

Under the general direction of the Materials & Stores Supervisor II, CF, assigned to the Main laundry located on facility D, will ensure that the Institutional Laundry will be processed and made available for exchange at all unit clothing rooms. Pick up and deliver laundry.

% 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.
40%	Ensure all laundry is processed and ready for distribution for all clothing rooms. Maintain incarcerated persons timecard daily in SOMS. Conduct chemical and tool inventory daily.
25 %	Instruction and supervision of incarcerated persons in the operation washers, dryers and laundry scale. Conduct weekly safety meetings with incarcerated workers. Keep accurate and organized records.
10%	Direct incarcerated people in sorting of dirty laundry received from all facilities of the institution. Quarterly cross-training in other areas or facilities will be done, one week at a time, to ensure proper coverage can be obtained.
10%	Abide by all safety procedures. Search laundry and incarcerated people for contraband materials with custody support. Completes incarcerated persons counts and out-counts.
10%	Pickup and deliver laundry to other facilities as needed. Relief of other positions when required by the M&SS II or the Warehouse Manager II. Staff must perform daily, frequent, unannounced, random checks of incarcerated people's areas to identify any security risks and deter sexual misconduct.
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 assigned to the M&SS-I.

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.

Knowledge and Abilities:

Knowledge of: Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; inventory and quality control.

Ability to: Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

LOADING/UNLOADING SECURITY:

1) All vendor/freight vehicles are initially searched at the Entrance Gate. At that time, all trailer/cargo boxes are secured with a state padlock. Receiving Warehouse staff shall unlock the padlock, remove it from the door clasp, and reattach it to the vehicle in the locked position.
2) The delivery driver must open the trailer/cargo box door in the presence of a warehouse staff. The warehouse staff will check the trailer/cargo box for contraband and any visible damage prior to allowing access to incarcerated workers. If contraband is found, secure the area and notify a Warehouse Supervisor.
3) Receiving staff will ensure that all delivery drivers sign the warehouse logbook. and provide their company's name and the license number of the vehicle.

4) Warehouse staff will provide direct and constant supervision of the loading/unloading operations. Staff who supervise incarcerated persons loading/unloading vehicles will ensure that only the minimum number of incarcerated persons required to perform the task are present. All incarcerated persons performing these tasks will be counted prior to and at the conclusion of the loading/unloading process. Staff must not be distracted during the loading/unloading process. If the supervising staff member is distracted during the process, for any reason, the vehicle will be unloaded to the degree necessary to ensure that no incarcerated persons have concealed themselves in the vehicle. The vehicle trailer/cargo box shall be secured anytime the supervising employee's attention is drawn away from the freight vehicle.
5) All freight vehicles will be searched for concealed incarcerated persons prior to departure. The vehicle will then be padlocked prior to departing the dock area.

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 accommodation 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. Experience shall consist of not less than one year performing the duties of a Warehouse Worker or Stock Clerk in California state service; or, two years' service in a storeroom or warehouse in work involving the receipt and issuance of a large volume of varied 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: Verbal communication skills which effect receipt and transmission of instructions, orders, commands, and functional conversation in emergency situations as well as ordinary warehouse related activities.

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: Practical employment of required warehousing knowledge and experience; exercise good judgment; produce logical conclusions; methodically complete warehousing functions; provide solutions to difficult situations; ascertain facts; locate documents and required resources; and application of proper lifting techniques, operation of material handling equipment, and deployment of human resources.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

OTHER SKILLS AND ABILITIES: Exhibit a high degree of initiative, independence, and conformity to established warehousing and storekeeping principles and practices. Willingness to rotate to alternate assignments within the Warehouse and its satellite units. Ability to maintain regular attendance and be punctual.

DESIRABLE QUALIFICATIONS: Valid 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 incarcerated persons

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Frequently - while overseeing warehouse activities or while conferring with others.
Walking: Frequently - between satellite storage facilities and work sites inside the warehouse, A, B, C Facilities, or warehouse customer sites. Demonstrating sufficient stamina to walk briskly to a satellite site in event of accident, injury, security issue, or equipment problem. Walking may amount to three to four miles per day on concrete, asphalt, soil, or other uneven surfaces which may be affected by moisture, ice, frost, or chemicals.
Sitting: Occasionally - to review or complete reports, draft correspondence, conduct telephone conversations, and observe the performance of incarcerated people and staff.
Lifting: Occasionally - staff may perform loading and unloading of delivery vehicles, adjusting forks on material handling equipment, repositioning pallets, stocking shelves, order filling, inventory activities, relocating rolling ladders, and manually operated material handling equipment. Most objects to be lifted consist of bundled or loose socks, jeans, Tee shirts, and shorts. Cases of bedding can weigh 50 pounds. Objects exceeding the reasonable abilities of staff are to be relocated with the assistance of other personnel or material handling equipment.
Carrying: Occasionally - to deliver documents, small parcels, and clothing between the warehouse and the administration building or facilities. Laundry and bedding is often carried to a cart or vehicle. Larger or numerous parcels may require the use of a hand truck, mechanical equipment, or vehicle.
Bending/Stooping: Occasionally to Frequently - during incarcerated persons or contraband searches, inspection of inventory movements during lifting movements, or avoiding overhead obstacles.
Most of the clothing rooms have floor level shelving, necessitating bending/stooping.
Reach in Front of Body: Occasionally to Frequently - boarding, operating, dismounting, or otherwise utilizing forklifts, trucks, vans, ladders, and while performing the full scope of warehousing and office activities.
Reaching Overhead: Occasionally - bulk storage and pallet rack storage for jeans, shirts, sheets, blankets and pillowcases may exceed 7 feet in height. Higher level stock is typically accessed mechanically. However, it is common practice for warehouse staff to reach overhead to position stock, fill orders, search for contraband, or perform inventory verifications.
Climbing: Occasionally - may climb ladders, into or out of trucks, onto material handling equipment, pallet loads or docks with or without stairs.
Balancing: Occasionally - when climbing or reaching for inventory as mentioned above.
Pushing/Pulling: Occasionally - when mounting or dismounting ladders, trucks, material handling equipment, or other elevations; repositioning forks or operating manual or mechanical material handling equipment; repositioning inventory, accessing files, loading/unloading merchandise or equipment. Clothing carts (6 feet high, 6 feet long, and 2-1/2 feet wide) are pushed from the delivery truck to the clothing rooms in the facilities. The clothing carts can be very heavy when filled with laundry and bedding.
Crouching/Kneeling/Crawling: Occasionally - conducting contraband searches; closely inspecting shipments or equipment; freeing jams of stock, pallets, or equipment.
Fine Finger Dexterity: Frequently - in writing, separating, picking, manipulating, counting printed matter, operating computer keyboards, inspecting surfaces for cleanliness, contraband, or hazardous substances.
Hand/Wrist Movement: Constantly - when performing office and warehouse duties including operating calculators, computers, typewriters, telephones, fax machines, light switch consoles, training aids, keys, locks, handles, knobs, dials, latches, levers and wheels.
Driving Cars/Trucks/Forklifts or Other Moving Equipment; Occasionally - when delivering laundry and bedding or various commodities to intra-institutional points.
Hearing/Speech/Sight: Constantly - required for supervision of incarcerated people, safety awareness, communication, training, and overall performance of assigned duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:
Constantly: Involves 2/3 or more of workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A Activity or condition is not applicable

Fumes: Frequently - from automobiles and trucks with diesel and gasoline engines; from fork lifts operating on LPG; from battery-operated material handling equipment and from occasional deliveries of products.
Dust: Frequently - 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 are also afforded mechanical ventilation.
Temperature Extremes: Constantly - ambient warehouse summer temperatures may approximate exterior temperatures, exceeding 100ºF. Refrigerator temperature of 36ºF and freezer temperature of 0ºF 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, and various hand tools.

Assignments may include sole responsibility for the supervision of incarcerated persons and/or the protection of personal and real property. Incarcerated workers may be used to perform many of the lifting and carrying demands in the warehouse; however, employees must be able to meet the physical demands of their job description because incarcerated persons are not permitted to work in some areas of the warehouse and are not available during periods of lockdown or times of institutional emergency.

COMMENTS: Work hours are 0730-1630, Monday through Friday. The RDO's for this position are S/S/H.

Information for this job description was obtained by reviewing the California State Personnel Board Specification and by observation of the duties as they are currently performed.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, 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 A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

054-212-1508-005