

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON	POSITION NUMBER (Agency-Unit-Class-Serial) 038-700-1508-001; 002; 003; 004; 005; 006			MCR / HCR 1
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS	CLASSIFICATION TITLE MATERIALS & STORES SUPERVISOR I, CF			
	WORKING TITLE MATERIALS & STORES SUPERVISOR I, CF			
	TIME BASE / TENURE P/FT	CBID R12	WWG 2	COI Yes ☐ No ☐
LOCATION IONE, CA – AMADOR COUNTY	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION AND COMMITMENT				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p>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.</p> <p>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.</p>				
DIVISION OVERVIEW				
The Materials and Stores Supervisor (Correctional Facility) series of classes describe work concerned with the receipt, storage, issuance, and shipping of a volume of varied supplies. Within a correctional facility, incumbents maintain order and supervise the conduct of incarcerated person(s), wards, residents or patients assigned to their work area; supervise, train and instruct them in their work, and submit periodic written appraisals of their conduct and productivity; prevent escapes and injury by them to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated person(s), wards, residents or patients for contraband such as weapons or illegal drugs; may instruct, lead or supervise incarcerated person(s), wards or resident workers; and do other related work.				

GENERAL STATEMENT		
<p>Under the direct supervision of the Prison Canteen Manager II, the Materials and Stores Supervisor I (M&SSI) is responsible for a large volume of goods and supplies used and sold in the incarcerated person(s) canteen.</p>		
% 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%	Prepare and receive orders for goods and supplies for the canteen warehouse, ensuring orders reflect proper stocking procedures. Issue and receive goods from vendors. Verify delivery with invoice or packing slip and receive for issuance into the canteens. Deliver goods to the designated stores. Receive stock and check against the Inventory Transaction Movement Report for proper quantity, condition and UPC. Anticipate and estimate merchandise needs. Supervise the sales activities at the canteen window and check for proper identification from incarcerated person(s) making purchases prior to the sales transaction.	
30%	Supervise incarcerated workers in their daily work assignments, (i.e., unloading merchandise from trucks and vans, storing merchandise, stocking the store and preparing the canteen for the monthly inventory). Follow the first-in-first-out flow of goods for sale.	
20%	Conduct a monthly physical inventory of all items in the canteens and the canteen warehouse and record on the preprinted inventory sheet. Keep all areas clean, hazard-free and follow all safety precautions necessary in the canteen.	
5%	Supervise and operate any canteen in the absence of regularly assigned canteen staff. Assist in interviewing prospective incarcerated person(s) for employment and preparing incarcerated person(s) performance reports. Counsel incarcerated person(s) on acceptable attitudes and behavior and initiate disciplinary action when necessary.	
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		
<ul style="list-style-type: none">• 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		
<ul style="list-style-type: none">• 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		
<ul style="list-style-type: none">• 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:		
<ul style="list-style-type: none">• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		

038-700-1508-XXX

- *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 WITH A COPY OF THIS DUTY STATEMENT.*

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