CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Correctional Training Facility	103-700-1508-XXX			1/D
DIVISION / UNIT	CLASSIFICATION TITLE Materials and Stores Supervisor I			
	WORKING TITLE			
Procurement Department/Canteen	TIME BASE / TENURE LT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Soledad, CA	INCUMBENT			EFFECTIVE DATE

CDCR'S MISSION and VISION

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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Materials and Supervisor I, CF, primary position is North Canteen and is responsible for assisting the operation(s) of Facility A, B, C, East Canteen, and the Canteen Warehouse. This position receives shipments of Canteen goods from the Canteen Warehouse and checks for accuracy of the goods delivered.

GENERAL STATEMENT

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

Under the direct supervision of the Materials & Stores Supervisor II (M&SS II) and indirectly under the Prison Canteen Manager II (PCM II), this position is responsible for the operation of the Facility A/B Canteen. This position receives shipments of Canteen goods from the Canteen Warehouse and checks for accuracy of the goods delivered. This position is responsible for reporting any discrepancies to the Canteen Warehouse in a timely manner. This position is responsible for the selling of Canteen goods to Facility A/B population based on a weekly draw schedule (i.e. 1st draw 00-33, 2nd draw 34-66, 3rd draw 67-99). This position is responsible for the inventory of the Canteen goods, including an end of the month storewide inventory. This includes working with the assigned inmate workers to get an accurate count of every single item for sale in the canteen. This position should maintain order and supervise the conduct of inmates assigned to their work area; supervise, train, and instruct them in their work, and submit periodically written appraisals of their conduct and productivity. This position will be required to work with or without inmate workers.

Based on Institutional need, this position may be redirected to any post within the Canteen operations to provide sick and vacation relief, or to fill a vacancy or any need as directed to allow for uninterrupted operations or make deliveries to the Tri-Facility Canteens using a motorized vehicle or electric cart. In addition, these needs may include any support operations position to include those assigned to the support warehouse, including delivering to the Tri-Facility using a motorized vehicle or electric cart.

% 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%	Responsible for following the Canteen Sales Window Procedures. The procedures are as follows: Call inmate to sales window, get state issued identification card (ID) and shopping list from Custody staff or inmate, identify the inmate by comparing the ID picture to the inmate, enter inmate CDCR number in the Trust Restitution Accounting and Canteen System (TRACS) computer program, have inmate verify his CDCR number, verify that the CDCR number entered in TRACS is the same as the inmate shopper, proceed with transaction – scan item and hand them out the sales window, have inmate sign, write their CDCR# and provide thumb print on the sales receipt, keep white copy of receipt and hand the yellow copy to the inmate and return state issued ID to inmate.
20%	Receive and verify merchandise delivered from the Canteen Warehouse. Upon arrival of Canteen goods, assign inmate workers to assist with the unloading of delivery vehicle. Using the Canteen order form provided by the Canteen Warehouse, verify that everything that was ordered was delivered in the correct quantities. Any discrepancies in the delivery must be reported immediately to the Canteen Warehouse, and they will investigate the discrepancy. At least once a week, verify that the Inventory Movement Transaction Report was properly processed with a signature.
20%	Directly supervise up to 6 inmate workers assigned to the Canteen. This includes constant supervision of inmates, discipline, training on scanning of merchandise, Canteen sales window procedures and other related paperwork. Preparation and processing of documents on inmate workers such as Inmate Timecards, Inmate Job Descriptions, Code of Safety, Injury, and Illness Prevention Program (IIPP), CDC 128 and CDC 115 if necessary. Prepare and submit inmate timecards by using the SOMS program, evaluation reports and work change requests as they become due. Perform daily searches of the Canteen for contraband and pilfered goods.
10%	Perform an inventory of all Canteen goods at the end of each month. Inventory counts will be performed by 2 count teams of at least 2 people per team, which can include inmates. Both count teams will reconcile their numbers, and any discrepancies will require a second count. The inventory count sheets will be turned in to the staff at the Canteen Warehouse, where the counts will again be reconciled. Any recounts will be performed by a 3rd count team.
5%	Research and answer all inmate issues and inquires (CDCR 22) presented to Canteen at their assigned Facility. The Canteen staff assigned to Facility A/B works closely with inmates and Custody staff and is better informed about the issues that the inmates are inquiring about in the CDCR 22 form.
5%	Perform daily inventories of hot items such as postage stamps and candy bars that are subject to pilfering by assigned inmate workers. Fill out logbooks for any unusual happenings such as late release, modified program, or computer related issues. Keep daily receipts in a secure location and turn them into the Canteen Warehouse at the end of each month.

5%	Attend a minimum of 40 hours of In-Service Training and 24 hours of Block Training annually. Conduct physical inventories of tools and equipment as required ensuring accountability. Perform routine audits and inventories of secure lockers and storerooms. Maintains perpetual inventories of all chemicals maintained within the Canteen or satellite storerooms as required. In the event of an emergency, may be required to perform custodial functions. This position will participate in the Inmate Appeal process by providing response at the Informal Level on Form 22. Work hours are Tuesday through Saturday 0800 hours through 1600 Hours. Regular Days Off (RDO): Sunday, Monday and approved State observed holidays.

SPECIAL REQUIREMENTS

- Strength, good physical agility, and willingness to do heavy manual labor. Reasonably expected to have and maintain strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising your health and well-being or that of your fellow employees or that of inmates.
- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, 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 impact on 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