CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	033-700-1505-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	MATERIAL AND STORES SUPERVISOR II			
	WORKING TITLE			
ADULT DIVISIONS/CORRECTIONAL FACILITY	MATERIAL AND STORES SUPERVISOR II			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	S12	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
CANTEEN				

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direct supervision of the Prison Canteen Manager II, the Material and Stores Supervisor II is responsible for the receipt, storage and sale of various merchandise ordered for resale in the incarcerated individuals canteens; direct the activities of the Material and Stores Supervisor I's (M&SSI) who operate the facility canteens.

GENERAL STATEMENT

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

Material and Stores Supervisor II is responsible for the receipt, storage and sale of various merchandise ordered for resale in the incarcerated individuals canteens; direct the activities of the Material and Stores Supervisor I's(M&SSI) who operate the facility canteens.

% 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%	Supervise the receipt, storage and issuance of all items stocked in the Warehouse for distribution and resale in the facility canteens; assist the Prison Canteen Manager II in conducting and reconciling inventories of stock and the ordering of merchandise to restock canteens.
35%	Train Material and Stores Supervisor I's and incarcerated individual workers in all aspects of canteen operations such as window issues, restocking shelves, scanning operation and security of facility canteens; prepare performance reports for M&SSI's.
10%	Review time sheets and work reports for incarcerated individual workers assigned to Canteen Warehouse submitted by the M&SSI. Perform security checks of canteen and warehouse storage to prevent loss and theft.

10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Inspect the Canteen Room(s) and/or Warehouse to ensure cleanliness and is maintained in an orderly manner to enable staff and incarcerated individual workers to work in a clean, safe environment. Attend staff meetings and In-Service Training as required. 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 inmates, 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 time line 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