

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 032-700-1508-918 (006)		MCR / HCR 1
DIVISION / UNIT  Business Services Division Canteen Warehouse Receiving/Delivery Driver		CLASSIFICATION TITLE Materials & Stores Supervisor I, CF		
		WORKING TITLE Materials & Stores Supervisor I, CF		
		TIME BASE / TENURE FT / Limited Term	CBID R12	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 7/10/2024	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
<p>The Materials and Stores Supervisor I (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 persons, 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 persons, wards, residents or patients for contraband such as weapons or illegal drugs; may instruct, lead or supervise incarcerated persons, wards or resident workers; and do other related work.</p> <p>This is the first working supervisory level in the general storekeeping series. Incumbents may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent duties and responsibilities in assisting a higher-grade warehouse supervisor.</p>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
<p>Under the supervision and general direction of the Canteen Materials and Stores Supervisor II (M&amp;SSII), the Materials and Stores Supervisor I (M&amp;SSI) will assist in the day-to-day operations of the IWF Canteen warehouse. The M&amp;SSI will maintain accurate records of vendor shipments, receiving, storage and transferring of large volumes of re-sale merchandise. Ensure quantity and quality of goods received; complete and maintain all necessary and required documents, records, and reports. Is responsible for the direct and indirect supervision of incarcerated person workers. Maintain work area clean, neat, and organized. Ensure your work area is strictly controlled, monitored, and secured at all times.</p> <p>Work Hours: Mon – Fri: 0800 – 1600 hours RDO's: Sat, Sun, Holiday</p>				

**032-700-1508-918 (006)**

**DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

<p><b>% of time performing duties</b></p>	<p><b>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.</b></p>
<p>40%</p>	<p>Pull and deliver merchandise to restock the facility canteens; Receive, verify, and confirm that all delivered goods conform to purchase order for incoming shipments. Ensure proper receipt of canteen vendor shipments, verifying counts, item identification, and condition; Ensure all documents for receipt of canteen merchandise are included with deliveries to the facility canteens; Coordinate deliveries with Facility Canteen M&amp;SSI's; Maintain work area clean, neat, and organized.</p>
<p>25%</p>	<p>Conduct physical inventory in accordance with canteen procedures. Conduct daily spot check of canteen warehouse inventories; Assist the M&amp;SSII with researching inventory discrepancies. Ensure merchandise is stocked properly. Complete and maintain all required logs.</p>
<p>20%</p>	<p>Supervise and train incarcerated person workers in canteen warehouse operations, including safe operation of equipment. Maintain discipline, control, and security. Prepare and submit incarcerated persons work reports, maintain incarcerated persons timekeeping, provide incarcerated persons safety training, and enforce safety regulations. Perform daily search of canteen warehouse and incarcerated persons for contraband.</p>
<p>10%</p>	<p>Assist canteen staff in various canteen functions in day-to-day operations; back-up to perform sales of merchandise to the incarcerated population through shopping at the window. Acquire training and knowledge to safely operate manual/motorized equipment and vehicles to receive, store, and deliver goods; other duties as assigned.</p>
<p>05%</p>	<p>Attend a minimum of 40 hours of In-Service Training annually.</p>

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, 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 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.*

<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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**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.*

<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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