

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) 032-700-1505-003		MCR / HCR 1
DIVISION / UNIT Business Services Division Incarcerated Individuals Welfare Fund - Canteen		CLASSIFICATION TITLE Materials and Stores Supervisor II, CF (Supervisor)		
		WORKING TITLE Materials and Stores Supervisor II, CF (Supervisor)		
		TIME BASE / TENURE S12	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 12/1/2024	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

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 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 individuals, 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 individuals, wards, residents or patients for contraband such as weapons or illegal drugs; may instruct, lead or supervise incarcerated individuals, wards or resident workers; and do other related work.

This is the second level working supervisor in the series. Incumbents may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring complex storage practices in a large redistribution or point-of-use warehouse or supply room, including supervision over a group of assistants; or (2) in an assigned geographic area, to have charge of a large volume of equipment, stores and supplies for a State agency, and to be responsible for the maintenance of control records on the movement of equipment; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehousing supervisor.

GENERAL STATEMENT

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

Under the supervision of the Prison Canteen Manager II, CF (PCM II), the Materials and Stores Supervisor II (M&SS II) will assist in the overall operation of the institution's Incarcerated Individual's Welfare Fund (IWF) canteens. The M&SS II shall assist the PCM II in the planning, organizing, and developing of operational procedures for the Canteen operation, and directing of canteens. Is responsible for the supervision of the canteen M&SS I staff and collaborates to maintain order and supervision of canteen warehouse incarcerated individual workers. The M&SS II will be responsible for the canteen warehouse, managing the receiving and transferring of large volumes of merchandise requiring complex storage, sales and inventory process of all canteen merchandise.

Work Hours:

Monday-Friday: 0800 – 1600 Hours

RDO's: Saturday, Sunday, Holiday

032-700-1505-003

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING (other duties may be assigned)

% 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%	The M&SS II is responsible for the day-to-day operations of the IWF Canteen warehouse. Receive, verify and confirm that all delivered goods to canteen warehouse conform to purchase orders (UPC, cost and quantity) for incoming shipments. Supervise proper receipt of inventory, verifying counts, item identification, quality control and condition; analyze reports and determine restocking needs; perform inventories. Perform proper warehouse management protocols and storekeeping duties, including maintenance of shelving and equipment, and stock rotation. Fill all requisitions for the institution’s canteens; document the transfer of inventory to the individual facility canteens in TRACS; deliver and/or coordinate delivery of merchandise to facility canteens. Train and assist M&SS I staff with checking in inventory stock in their canteens and monitoring levels. This position includes the supervision of incarcerated individual workers. Also included is the responsibility of ensuring the Canteen warehouse is being maintained in a sanitary, safe and secure manner.
30%	Oversee day-to-day canteen operations and personnel (both staff and incarcerated individuals), providing direction and training in all aspects of IWF canteen operation. Will be responsible for training newly hired M&SS I staff and incarcerated individuals. Coordinate monthly inventories and weekly spot-checks of the six canteens and warehouse. Compiles, organizes, and copies all supporting documents and reports for the IWF inventory report process daily, throughout each month. Responsible for providing reports to PCM II for requisitions to canteens and orders from vendors.
15%	Coordinate monthly inventories and weekly spot-checks of the six canteens and warehouse. Compiles, organizes, and copies all supporting documents and reports for the IWF inventory report process daily. Responsible for providing reports to PCM II or designee for requisitions to canteens and orders from vendors. Conduct monthly inventories, prepare and submit inventory reports and other reports to the PCM II. Research inventory discrepancies and submit documentation to the PCM II to adjust inventory, when required. Make recommendations to the PCM II on how to improve the canteen inventory operation.
15%	Oversee operations of Minimum Support Facility (MSF) canteen and TRACS system on its day(s) of operation, supervising M&SSI assigned to MSF. Operate other canteens as needed. Assist the PCM II in the review, formulation, and implementation of canteen operational procedures. Acquire training to safely operate manual/motorized equipment and vehicles in order to receive, store, and deliver goods; train and direct the activities of the M&SS I staff, and develop and maintain desk procedures. Assist M&SS I canteen staff in various canteen functions and day-to-day operations. Provide backup coverage and representation to the PCM II in the absence of the PCM II, to include audits, meetings and training required.
05%	Participate in appropriate In-Service Training, On-the-Job Training. Perform other related duties as required.

SPECIAL REQUIREMENTS

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

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