

**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) 030-211-1508-002		MCR / HCR 1
DIVISION / UNIT  Associate Warden, Business Services Division Food Services Department Warehouse Services Department - Day		CLASSIFICATION TITLE Materials & Stores Supervisor I, CF		
		WORKING TITLE Materials & Stores Supervisor I, CF		
		TIME BASE / TENURE R12	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 9/1/2024	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><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 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.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Supervising Correctional Cook (SCC), the Material and Stores Supervisor I (CF) performs duties related to the receiving and distribution of rations/supplies and ensures rations/supplies are counted, inspected and checked against Stock Received Reports (SRRs), Std. 115s, Distribution Documents, and/or Purchase Documents for accuracy. The incumbent delivers rations to various areas, overseeing the loading and unloading of the vehicle and conduct inventories and maintain storage areas. The work schedule is a straight eight (8) hour shift with two (2) fifteen (15) minute rest periods and no lunch period. The work hours are 1130-1930 hours, Sunday through Thursday. Rest periods will be staggered whereby other staff in the area will supervise incarcerated individuals during scheduled rest periods. The incumbent will not assume incarcerated individual's supervision or other duties of this position during rest periods. The incumbent may not leave the job site, unless directed by a supervisor. Duties include but are not limited to the following:				
% of time performing duties 40%	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. Deliver food rations and supplies to the various Dining Facilities; pick up transportation carts, other carts, pans, and excess food and supplies in the various Dining Facilities; <b>pickup left over food slop and yellow carts from Dining Facilities and deliver to the Recycling and Salvage Yard</b> ; follow HACCP guidelines by having the Correctional Supervising Cook (CSC) sign for rations and supplies received; monitor incarcerated individuals on the unloading of the rations in the various dining facilities; secure rations and monitor incarcerated individuals to prevent theft; do not allow the incarcerated individuals to operate the lift gate control on the truck. Transport cleaning supplies separate from rations.			

030-211-1508-002

25%	Load and unload the truck at the warehouse; supervise incarcerated individuals on the loading and the off-loading of food rations and supplies; Instruct incarcerated individuals on safety practices; supervise incarcerated individuals in the cleaning of the truck.
25%	Pick up the Food Service Distribution Log from the CSC; check the food count for accuracy; follow the count listed on the Distribution Log to deliver to the Dining Facilities; follow HACCP by taking and recording the temperature of the panned food on the Distribution log; monitor the Critical Control Points (CCP) to ensure food safety; supervise Incarcerated individuals in the loading of food rations and supplies for the various Dining Facilities.
05%	Be available for callbacks to, and pickups from, the dining facilities; and or deliveries from the Warehouse train incarcerated individuals on the safe and sanitary handling of food; complete the Daily Vehicle Inspection Report; report problems to the SCC.
05%	Participate in appropriate I.S.T. Enforce CDCR, RJDCF and Food Services policies and procedures; perform other related duties as required.
	<p>This position has direct and primary supervision of incarcerated individual’s workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, tracking incarcerated individual’s hours, and documenting on the Strategic Offender Management System, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated individuals fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual’s location. The incumbent will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals.</p> <p>Hrs: 1130 – 1930 Sunday through Thursday RDOs: Friday, Saturday</p>

**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**

- 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 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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CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-211-1508-003		MCR / HCR 1
DIVISION / UNIT  Associate Warden, Business Services Division Food Services Department - Warehouse Services Department – Relief		CLASSIFICATION TITLE Materials & Stores Supervisor I, CF		
		WORKING TITLE Materials & Stores Supervisor I, CF		
		TIME BASE / TENURE R12	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 9/1/2024	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> 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><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>				
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<b>% of time performing duties</b>	<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>			
40%	Deliver food rations and supplies to the various Dining Facilities; pick up transportation carts, other carts, pans, and excess food and supplies in the various Dining Facilities; <b>pickup left over food slop and yellow carts from Dining Facilities and deliver to the Recycling and Salvage Yard</b> ; follow HACCP guidelines by having the Correctional Supervising Cook (CSC) sign for rations and supplies received; monitor incarcerated individuals on the unloading of the rations in the various dining facilities; secure rations and monitor incarcerated individuals to prevent theft; do not allow the incarcerated individuals to operate the lift gate control on the truck. Transport cleaning supplies separate from rations.			

030-211-1508-003

25%	Load and unload the truck at the warehouse; supervise incarcerated individuals on the loading and the off-loading of food rations and supplies; Instruct incarcerated individuals on safety practices; supervise incarcerated individuals in the cleaning of the truck.
25%	Pick up the Food Service Distribution Log from the CSC; check the food count for accuracy; follow the count listed on the Distribution Log to deliver to the Dining Facilities; follow HACCP by taking and recording the temperature of the panned food on the Distribution log; monitor the Critical Control Points (CCP) to ensure food safety; supervise Incarcerated individuals in the loading of food rations and supplies for the various Dining Facilities.
05%	Be available for callbacks to, and pickups from, the dining facilities; and or deliveries from the Warehouse train incarcerated individuals on the safe and sanitary handling of food; complete the Daily Vehicle Inspection Report; report problems to the SCC.
05%	Participate in appropriate I.S.T. Enforce CDCR, RJDCF and Food Services policies and procedures; perform other related duties as required.
	<p>This position has direct and primary supervision of incarcerated workers, including holding work cards, calling in an out count, assigning work, reviewing performance, writing disciplinary paperwork as required, tracking incarcerated individual’s hours and documenting on the Strategic Offender Management System, and providing comprehensive training on work expectations and safety measures. The incumbent will enforce safety measures. If incarcerated individuals fail to report to work, the incumbent will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated individual’s location. The incumbent will conduct random and unscheduled inspections of incarcerated individuals work areas for potential escape material and contraband. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals.</p> <p>Hrs: Varied (Thursday 0800-1600; Friday-Saturday 1130-1930; Sunday-Monday 0400-1200  RDOs: Tuesday / Wednesday</p>

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