

## EDITED TASK LISTING

**CLASSIFICATION:** Prison Canteen Manager I

**NOTE:** Each position within this classification may perform some or all of these tasks.

<b>Task Statements</b>	
1.	Plan the workload of inmates/youthful offenders in the canteen operations (e.g., ordering, receipt, storage, inventory, etc.) in order to provide adequate quantities and an uninterrupted supply of merchandise for the institution utilizing Departmental policies and procedures, etc., on a daily basis.
2.	Direct the workload of inmates/youthful offenders in the canteen operations (e.g., ordering, receipt, storage, inventory, etc.) in order to provide adequate quantities and an uninterrupted supply of merchandise for the institution utilizing Departmental policies and procedures, etc., on a daily basis.
3.	Monitor the workload of inmates/youthful offenders in the canteen operations (e.g., ordering, receipt, storage, inventory, etc.) in order to provide adequate quantities and an uninterrupted supply of merchandise for the institution utilizing Departmental policies and procedures, etc., on a daily basis.
4.	Access various computers and automated systems (e.g., an inventory tracking system, Quick Books, etc.), in order to access, enter, change and retrieve canteen data and/or supplies, utilizing departmental computers, Departmental policies and procedures and various databases, on a daily basis.
5.	Manage canteen accounts (e.g., cash, funds, ducats, special purchases, etc.) in order to balance a cash drawer, handle funds, make change, adjust sale orders and complete transactions utilizing math skills, receipts, store inventory, laws, rules, regulations, Departmental policies and procedures, on a daily basis.
6.	Determine the types and quantities of commodities (e.g., merchandise, materials, supplies, equipment, etc.) to be ordered for the canteen in order to create an uninterrupted flow of materials without overstocking, ensure institutional security, utilizing record sales, needs and requests, surveys, Departmental policies and procedures, etc., on a daily basis.
7.	Purchase canteen commodities (e.g., merchandise, materials, supplies, equipment, etc.) for sale to inmates/youthful offenders and/or staff utilizing laws, rules, regulations, Departmental policies and procedures, as needed.
8.	Manage receipt of commodities (e.g., merchandise, materials, supplies, equipment, etc.), in order to establish an inventory, operate the canteen, payment of invoices, etc., utilizing an automated database system, forms, Stock Received Reports (SRR), laws, rules, regulations, Departmental policies and procedures, on a daily basis.
9.	Manage canteen merchandise from receipt through distribution in order to ensure proper rotation (first-in, first-out [FIFO]), meet the needs of the inmate/youthful offender population, ensure adequate on-hand inventory, etc., utilizing accepted warehousing methods, Departmental policies and procedures, on a daily basis.
10.	Price merchandise appropriately for sale to staff, inmates/youthful offenders in order to render each canteen self-supporting through established and mandated mark-up, utilizing laws, rules, regulations, Departmental policies and procedures, Inmate Welfare Fund (IWF), Ward Benefit Fund, etc., on a daily basis.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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11.	Ensure a proper rotation (FIFO) of all commodities by ensuring all merchandise is dated upon receipt in order to maintain the integrity of commodities utilizing received dates and used/best by dates, as needed.
12.	Deliver commodities to various locations (e.g., canteens, living/housing units, etc.) in order to maintain stock levels and distribute canteen orders utilizing forms, material handling equipment (e.g., forklifts, pallet jacks, hand-trucks, etc.), Departmental policies and procedures, as needed.
13.	Perform canteen inventory counts as required to comply with IWF mandates to ensure accountability, stock availability and theft prevention utilizing inventory count sheets, Departmental policies and procedures, as needed.
14.	Audit canteen inventory as required to comply with IWF mandates in order to ensure accountability, stock availability and theft prevention utilizing physical inventory reports, reconciliation reports, adjustment reports, Departmental policies and procedures, as needed.
15.	Maintain a professional rapport with vendors in order to ensure adequate inventory, sale prices, new merchandise, shipping/receiving, utilizing effective communication and interpersonal skills, as needed.
16.	Establish cooperative working relationships with others (e.g., inmates, youthful offenders, vendors, staff, etc.) in order to meet the Department's goals and objectives, promote communication and participation, enhance morale and productivity utilizing effective communication and interpersonal skills, on an ongoing basis.
17.	Maintain cooperative working relationships with others (e.g., inmates/youthful offenders, vendors, staff, etc.) in order to promote communication, participation, enhance morale and productivity and meet the Department's goals and objectives utilizing effective communication and interpersonal skills, on an ongoing basis.
18.	Inspect the canteens/warehouses in order to comply with Departmental Health and Safety, Environmental Health Survey, California Occupational Safety and Health Association (CAL-OSHA), etc. utilizing departmental inspection checklists, Material Data Sheets (MDS), professional experience, etc., as needed.
19.	Maintain a safe and secure environment in order to prevent potential disruptive situations from inmates/youthful offenders utilizing effective communication skills, site observation, area searches and approved disciplinary actions, on a daily basis.
20.	Maintain accurate records in order to retain historical data, respond to appeals, inventory reconciliation, timekeeping and accountability for inmates/youthful offenders working in the canteen utilizing computer data systems, paper filing system, Departmental policies and procedures, etc., on a continuous basis.
21.	Participate in various meetings, committees, teams, etc., in order to provide communication with others and/or represent the department utilizing effective communication skills, subject matter expertise and professional knowledge, as required.

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22.	Prepare various written documents (e.g., reports, forms, correspondence, etc.) in order to provide data and information to others (e.g., staff, management, Regional Accounting Office, vendors, outside entities, etc.) utilizing departmental computers, effective communication skills, Departmental policies and procedures, as required.
23.	Provide training to inmates/youthful offenders and/or staff in order to develop a trained and efficient work force, provide a safe and secure environment utilizing effective communication, on the job training, individual and group instruction, etc., as needed.
24.	Reconcile inventory discrepancies in order to maintain an accurate record, identify theft, note damaged or spoiled items, etc., utilizing inventory methods, reports, computerized database systems in accordance with Departmental policies and procedures, as needed.
25.	Represent the Department in formal or informal settings regarding legal proceedings as subject matter experts in order to obtain and present information and represent the interest of the Department utilizing effective communication skills and professional expertise, as needed.
26.	Research inmate appeals and various canteen issues in order to gather information regarding requests from others (e.g., Inmate Advisory Council, inmates/youthful offenders and staff, etc.) to ensure compliance utilizing laws, rules, regulations, Departmental policies and procedures, as required.
27.	Provide responses for inmate/youthful offender appeals and various canteen issues to others (e.g., Inmate Advisory Council, inmates/youthful offenders and staff, etc.), to ensure compliance with laws, rules, regulations, Departmental policies and procedures utilizing effective written/verbal communication, as required.
28.	Schedule hours of operation to ensure inmates/youthful offenders are provided access to the canteens while accommodating different programming needs, workload issues, and ensuring institutional security, etc., utilizing Departmental policies and procedures, as required.
29.	Oversee the cleanliness of the canteens/warehouses in order to comply with laws, rules, regulations, etc., utilizing various inspections (e.g., Departmental Health and Safety, Environmental Health Survey, CAL-OSHA, etc.), laws, rules and regulations, on a daily basis.
30.	Ensure accountability of canteen transactions by properly identifying inmates/youthful offenders in order to minimize forgery and unauthorized purchases by verifying identification is recorded on various documents (e.g., canteen receipts, youthful offender draws, etc.) utilizing signatures, finger prints, CDCR photo identification, Departmental policies and procedures, as required.
31.	Provide coverage during the absence of canteen staff in order to meet the needs of the inmate/youthful offender population and/or institutional needs utilizing operational knowledge and experience, as needed.