

EDITED TASK LISTING

CLASSIFICATION: Prison Canteen Manager II

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

Task Statements	
1.	Plan the workload of staff 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 staff 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.	Supervise the workload of staff 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.	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 sale records, needs and requests, surveys, Departmental policies and procedures, etc., on a daily basis.
5.	Purchase canteen commodities (e.g., merchandise, materials, supplies, equipment, etc.) for sale to inmates utilizing laws, rules, regulations, Departmental policies and procedures, as needed.
6.	Manage receipt of commodities (e.g., merchandise, materials, supplies, equipment, etc.), in order to establish an inventory, monitor the canteens, process payment of invoices, etc., utilizing an automated database system, forms, stock received reports, laws, rules, regulations, Departmental policies and procedures, on a daily basis.
7.	Manage canteen merchandise from receipt through distribution in order to ensure proper rotation [First-in, First-out (FIFO)], meet the needs of the inmate population, ensure adequate on-hand inventory, etc., utilizing accepted warehousing methods, Departmental policies and procedures, on a daily basis.
8.	Price merchandise appropriately for sale to inmates 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), etc., as needed.
9.	Ensure 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.
10.	Prepare staff for canteen inventory counts to comply with IWF mandates to ensure accountability, stock availability and theft prevention utilizing inventory count sheets, Departmental policies and procedures, as needed.
11.	Participate in inventory audits to ensure compliance with IWF guidelines and regulations utilizing stock received reports and transfer records, as needed.

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12.	Audit canteen inventory 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.
13.	Establish cooperative working relationships with others (e.g., inmates, 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.
14.	Maintain cooperative working relationships with others (e.g., inmates, 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.
15.	Inspect the canteens/warehouses in order to comply with Departmental Health and Safety, Environmental Health Survey, California Occupational Safety and Health Association (CAL-OSHA), American Correctional Association (ACA), etc. utilizing Departmental inspection checklists, Safety Data Sheets (SDS), professional experience, etc., as needed.
16.	Maintain a safe and secure environment in order to prevent potential disruptive situations from inmates utilizing effective communication skills, site observation, area searches and approved disciplinary actions, on a daily basis.
17.	Maintain accurate records in order to retain historical data, respond to appeals, inventory reconciliation, timekeeping and accountability for inmates working in the canteen utilizing Trust Restitution and Canteen System (TRACS), computerized data system, paper filing system, Departmental policies and procedures, etc., on a continuous basis.
18.	Prepare written documents (e.g., reports, forms, correspondence, etc.) in order to provide data and information to others (e.g., staff, management, Inmate Welfare Fund (IWF), vendors, outside entities, etc.) utilizing Departmental computers, effective communication skills, Departmental policies and procedures, as required.
19.	Provide training to 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 required.
20.	Reconcile inventory discrepancies in order to maintain an accurate record, identify theft, note damaged or spoiled items, etc., utilizing inventory methods, reports, TRACS, in accordance with Departmental policies and procedures, as needed.
21.	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, ACA, etc.), laws, rules and regulations, on a daily basis.

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22.	Ensure accountability of canteen transactions by properly identifying inmates in order to minimize forgery and unauthorized purchases by verifying identification is recorded on documents (e.g., canteen receipts, etc.) utilizing signatures, finger prints, CDCR photo identification, Departmental policies and procedures, as required.
23.	Establish expectations in the workplace in order to ensure compliance with Equal Employment Opportunity (EEO) rules and regulations utilizing Departmental policies and procedures and by providing training to staff, as required.
24.	Monitor the workplace to ensure compliance with EEO rules and regulations utilizing supervision skills, professional knowledge, on a daily basis.
25.	Anticipate supply demands in order to maintain an adequate inventory utilizing prior monthly sales reports, inmate population, surveys, etc., as needed.
26.	Meet with the IAC in order to identify items that may be sold, removed, or replaced, according to Departmental policies and procedures utilizing IAC meetings, sales history, inmate surveys, etc., as needed.
27.	Work with custody staff in order to maintain the safety and security of the institution and canteen operations utilizing staff resources and operational procedures, on a daily basis.
28.	Schedule merchandise deliveries as determined by product availability, warehouse space and product shelf life in order to maintain inventory utilizing stock on hand, purchasing documents and delivery schedules, on a monthly basis.
29.	Access computerized databases in order to enter, change and retrieve canteen data and/or supplies, utilizing computers, Departmental policies and procedures and various databases, on a daily basis.
30.	Manage canteen accounts (e.g., funds, photo tokens/ducats, special purchases, etc.) in order to adjust sale orders and complete transactions utilizing math skills, receipts, store inventory, laws, rules, regulations, Departmental policies and procedures, on a daily basis.
31.	Oversee the delivery of commodities to various locations (e.g., canteens, housing units, etc.) in order to maintain stock levels and distribute canteen orders utilizing forms, material handling equipment (e.g., motor vehicles, forklifts, pallet jacks, hand-trucks, etc.), Departmental policies and procedures, as needed.
32.	Participate in various meetings, committees, teams, etc., in order to provide communication with others, represent the department, etc., utilizing effective communication skills, subject matter expertise and professional knowledge, as required.
33.	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.

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34.	Research inmate appeals and canteen inquiries in order to gather information regarding requests from others (e.g., Inmate Advisory Council (IAC), inmates and staff, etc.) to ensure compliance utilizing laws, rules, regulations, Departmental policies and procedures, as required.
35.	Provide responses for inmate appeals and canteen inquiries to others (e.g., Inmate Advisory Council, inmates and staff, etc.), to ensure compliance with laws, rules, regulations, Departmental policies and procedures utilizing effective written/verbal communication, as required.
36.	Schedule hours of operation to ensure inmates 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.
37.	Provide coverage during the absence of canteen staff in order to meet the needs of the inmate population and/or institutional needs utilizing operational knowledge and experience, as needed.
38.	Prepare and review annual and mid-year expenditure reports to determine the annual canteen program budget utilizing inmate population, past sales, emergency request, etc., as required.
39.	Present recommendations to management regarding canteen operations (e.g., products to be sold, pricing, mark-up, and hours of operation) in order to maintain security, and to provide inmates with requested commodities utilizing inmate surveys, inmate work/programming schedules, IAC recommendations, Department Operations Manual (DOM), etc., as needed.
40.	Conduct hiring interviews in order to select potential candidates for employment within the institution utilizing structured questions pertaining to the specific classification, as needed.
41.	Provide management with recommendations from the hiring interview process in order to ensure the best possible candidate for the position is selected utilizing interview responses and candidate qualifications, supervisor reference checks, etc., as required.
42.	Prepare appropriate documentation to justify new/replacement equipment in order to obtain funding utilizing cost analysis, positive/adverse effect if equipment is not ordered or replaced, as needed.
43.	Purchase new/replacement equipment in order to maintain the canteen operations utilizing vendor information, the competitive bidding process, etc., as needed.
44.	Analyze situations effectively in order to ensure security and take effective action when appropriate to ensure that Departmental policies and procedures are followed utilizing on the job training, in-service training, professional experience, etc., on a daily basis.

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45.	Respond to inmate requests/appeals by interviewing inmates within the appropriate timeframes and researching the complaint in order to resolve the issue at the lowest level possible utilizing effective communication skills, Departmental policies and procedures, as needed.
46.	Monitor budget allotments in order to avoid over spending of allocated funds utilizing purchase orders, purchase order logs, TRACS reports, amendments, etc., on an ongoing basis.
47.	Provide disciplinary action to staff at the appropriate level to provide direction, prevent inappropriate behavior, correct insufficient job performance utilizing the disciplinary matrix, Departmental policies and procedures, etc., as needed.