

EDITED KSAPC LISTING

CLASSIFICATION: Prison Canteen Manager I

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

| KSAPC Statements | |
|-------------------------|---|
| Knowledge of: | |
| K1. | Basic knowledge of methods and practices of purchasing to ensure accuracy and timely receipt of product. |
| K2. | Basic knowledge of methods and practices of merchandising to ensure a high volume of sales to maintain the operation of the canteen. |
| K3. | Basic knowledge of methods and practices of sales to ensure a high volume of sales that fulfills the demands of the inmates/youthful offenders and maintains the profitable operation of the canteen. |
| K4. | Comprehensive knowledge of methods and practices in receiving merchandise to maintain accountability of commodities. |
| K5. | Comprehensive knowledge of methods and practices in storing merchandise to protect against losses (e.g., theft, spoilage, damage, etc.). |
| K6. | Comprehensive knowledge of inventory methods and practices necessary to maintain a high degree of accountability. |
| K7. | Basic knowledge of mathematics to accurately perform calculations to establish and/or maintain merchandise records and/or balance a cash drawer. |
| K8. | Basic knowledge of canteen operations to provide an uninterrupted flow of commodities and supplies to the offender population within budgetary limitations. |
| K9. | Basic knowledge of the principles of effective communication to effectively communicate and provide conflict resolution. |
| K10. | Basic knowledge of record keeping practices to maintain inventory accountability. |
| K11. | Basic knowledge of health and safety practices to maintain a clean and safe work environment. |
| K12. | Comprehensive knowledge of office equipment (e.g., computers, copiers, calculators, etc.) to maintain records and produce reports. |
| K13. | Comprehensive knowledge of methods and techniques to train an effective workforce. |
| K14. | Basic knowledge of materials handling equipment (e.g., forklifts, pallet jacks, hand-trucks, etc.) to restock shelves and distribute goods. |

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| Ability to: | |
| A1. | Ability to plan staffing needs that include inmates/youthful offender workers to effectively run the canteen operations. |
| A2. | Ability to organize staffing needs that include inmates/youthful offender workers to effectively run the canteen operations. |
| A3. | Ability to direct staffing needs that include inmates/youthful offender workers to effectively run the canteen operations. |
| A4. | Ability to anticipate and estimate commodities, supplies and equipment in order to effectively run the canteen operations. |
| A5. | Ability to establish and maintain effective working relationships. |
| A6. | Ability to keep accurate records of canteen related activities (e.g., sales, receipts, etc.) for budget and audit purposes. |
| A7. | Ability to prepare reports to maintain accurate and concise records and to determine canteen needs. |
| A8. | Ability to promote socially acceptable behavior among inmates/youthful offenders to maintain safety and security of the institution. |
| A9. | Ability to analyze situations accurately and take effective action. |
| A10. | Ability to follow verbal and written instructions in order to accomplish the daily tasks and the overall operations of the canteen. |

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| <i>Personal and Physical Characteristics:</i> | |
| PC1. | Demonstrate a sympathetic and objective understanding of persons under restraint. |
| PC2. | Demonstrate tact when providing information to staff, inmates/youthful offenders and/or the public. |
| PC3. | Demonstrate poise to constructively handle the demands of the daily activities of the canteen and maintain cooperative relationships with others (e.g., staff, inmates/youthful offenders, and/or the public, etc.). |
| PC4. | Demonstrate emotional maturity and stability to provide a positive example for staff and inmates/youthful offenders. |
| PCH1. | Demonstrate sufficient strength, agility and endurance during stressful (physical, mental and emotional) situations encountered on the job without compromising the health, safety and well-being of self, staff, and inmates/youthful offenders. |