

EDITED TASK LISTING

CLASSIFICATION: MATERIALS AND STORES SUPERVISOR II, CF

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

Task Statements	
1.	Supervise, receipt, storage, and inventory of a large volume of varied supplies, materials, and equipment to provide adequate supplies for the institution utilizing Departmental Operations Manual (DOM), Injury Illness Prevention Program (IIPP), Business Information Systems (BIS), Materials Management Handbook and Trust Restitution Accounting and Canteen Systems (TRACS) as needed.
2.	Supervise issuance and delivery of a large volume of varied supplies, materials, and equipment to provide adequate supplies for the institution utilizing DOM, IIPP, BIS and TRACS as needed.
3.	Supervise ordering of a large volume of varied supplies, materials, and equipment to provide adequate quantities for the institution utilizing DOM, IIPP, BIS, TRACS and procurement guideline handbook as needed.
4.	Supervise staff to complete daily warehouse and/or canteen assignments utilizing inmate labor, warehouse equipment, institutional policies/procedures, rules/regulations as needed.
5.	Train staff to complete daily warehouse and/or canteen assignments utilizing inmate labor, warehouse equipment, institutional policies/procedures, rules/regulations as needed.
6.	Assume duties and responsibilities in the absence of Warehouse Manager I/II, Correctional Facility and/or Prison Canteen Manager II to maintain operational needs utilizing knowledge, policies and procedures as needed.
7.	Determine what supplies need to be ordered to create an uninterrupted flow of materials without overstocking by using personal knowledge/experience, BIS and TRACS as needed.
8.	Oversee the distribution of supply orders submitted to the warehouse, canteen, program, yards and administration in order to distribute to the appropriate designated area of housekeeping, stationary, food and kitchen/maintenance supplies and recycle programs utilizing the Standard 115 form or TRACS as required.
9.	Oversee staff and inmates responsible for products and canteen sales to ensure appropriate goods are delivered and sold properly utilizing BIS, TRACS and appropriate documentation as required.
10.	Direct staff to prepare areas for physical inventory by ensuring all receipts/issues are entered into BIS or TRACS, establishing cut-off dates and assigning teams/locations utilizing policies and procedures on a regular basis.
11.	Train/develop staff in proper receiving methods to ensure compliance with state and local warehousing procedures using purchase orders, freight bills, invoices, temperature logs and inspections sheets as needed.
12.	Train/develop staff in proper storage methods to ensure compliance with the state and local warehousing procedures utilizing DOM and Operational Procedures (OP) as needed.

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

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13.	Ensure the safety and cleanliness of the warehouse in order to have a safe work environment utilizing all Safety Data Sheets (SDS) and IIPP as required.
14.	Estimate possible future demands of various supplies to ensure stock levels are adequate based on past needs and quantity on hand utilizing projection reports and BIS as needed.
15.	Monitor work assignments to ensure staff is properly trained utilizing audits of work areas, reports, verification of completed tasks, etc. on a daily basis.
16.	Participate in the employee disciplinary/adverse action process in order to address issues of substandard performance by utilizing effective communication/supervision skills, departmental policies and procedures, etc.as needed.
17.	Represent the Department in formal or informal settings by acting as a Subject Matter Expert in order to obtain and report information and/or represent the interest of the Department utilizing effective interpersonal communication skills and professional/personal knowledge as needed.
18.	Ensure staff is in compliance with the Americans with Disabilities Act (ADA), Reasonable Accommodation and Equal Employment Opportunity (EEO) policy by monitoring, training, documenting, and taking immediate corrective action to promote a work environment free of discrimination pursuant to local and federal laws.
19.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations as necessary.
20.	Address stressful situations in the work place in a professional and tactful manner to promote employee overall health and well-being utilizing professional principles as needed.
21.	Recommend reduction/elimination as well as addition of inventory items to comply with proper materials management principles utilizing usage history documents and professional/personal knowledge as needed.
22.	Review purchase documents submitted to the warehouse to ensure proper receipt of goods/services ordered utilizing Purchase Orders, delivery schedules, contracts, invoices, freight bills, etc. as required.
23.	Recommend security/warehousing procedure updates to the Warehouse Manager I/II and/or Prison Canteen Manager II to comply with current institutional/departmental policies and procedures utilizing DOM, OP and Title 15 as necessary.
24.	Ensure inmates are properly trained and certified in the use of material handling equipment (e.g., forklift, pallet jack, hand truck, etc.) to meet the day to day operational needs of the correctional facility utilizing IIPP, DOM, laws/rules/regulations and Department of General Services (DGS) guidelines as required.
25.	Direct others on efficient use of warehouse space to comply with institutional guidelines utilizing DOM, DGS guidelines and Material Management Handbook on a daily basis.

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26.	Monitor shipping/receiving packages to comply with departmental policies and procedures utilizing traffic management, small parcel package contracts and purchase orders as needed.
27.	Prepare concise and accurate warehousing/canteen reports and disseminate to appropriate staff to comply with departmental policies and procedures utilizing BIS, TRACS, DOM, OP and Title 15 as required.
28.	Justify the need of new equipment to meet warehouse needs utilizing equipment/maintenance history log, Property Survey Report (Std. 152), written justification memorandum, etc. as required.
29.	Provide direct/indirect supervision of inmates to prevent escape and/or injury and maintain a safe/secure correctional facility utilizing Title 15, DOM, IIPP, OP as needed.
30.	Facilitate the hiring process (Post and Bid, interviews, evaluating and recommending candidates for appointment, etc.) utilizing certification lists, transfers, training and development (T&D) assignments and reinstatements as needed.
31.	Monitor the inspection of the physical condition of warehouses, warehouse vehicles and equipment to ensure proper maintenance and repair is completed utilizing work orders and weekly inspection sheets as necessary.