

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STORKPRA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency DOC-COTTON FACILITY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description Storekeeper-A	10. Division G. Robert Cotton Correctional Facility
5. Working Title (What the agency calls the position) Quartermaster	11. Section Administrative Support
6. Name and Position Code Description of Direct Supervisor SCHUBRING, TIMOTHY M; ADMINISTRATIVE MANAGER-3	12. Unit Quartermaster
7. Name and Position Code Description of Second Level Supervisor SCHUBRING, TIMOTHY M; SENIOR EXECUTIVE WARDEN	13. Work Location (City and Address)/Hours of Work G. Robert Cotton Correctional Facility / 8-430 Monday - Friday

14. General Summary of Function/Purpose of Position

This position has sole responsibility for the daily operations of the Quartermaster including the issuing of clothing and linens to prisoners within a multi-level institution. Quartermaster over-sees and supervises prisoner detail workers to accomplish this work. Performs a full range of storekeeper assignments in institutional warehouse, prisoner store and quartermaster functions. Specific duties include ordering, receiving, storage, and distribution of materials, i.e. warehouse stock, office supplies, prisoner and officer clothing, products for resale to prisoners.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

Distribution of clothing and linens to prisoner population. Supervise and give direction to prisoner work crews to accomplish operation objectives of the facility warehouse and other assigned duties.

Individual tasks related to the duty:

- Issues clothing and linens to prisoners.
- Ensures that clothing fits properly and that prisoners are issued items as established in policy and procedure.
- Supervise up to 10 prisoners who pull required issue, stencil clothing, etc.
- Prepares call-out sheets for future State issue and /or exchange.
- Includes accounting for all prisoners according to facility and departmental count procedures, work performance evaluations, hiring and dismissal of such crew members.
- Provide instruction, training, supervision and responsibility for prisoner workers in the areas of receiving, unloading, identification, stocking, picking, transport and recording of stock transactions.
- Coordinate and organize prisoner labor to operate Prisoner Store silent shopping process.
- Direct prisoners working in the laundry process, housekeeping and sanitation activities or other task as assigned.

Duty 2

General Summary:

Percentage: 20

Responsible for record-keeping/paperwork associated with Quartermaster.

Individual tasks related to the duty:

- Ensure prisoner requests are valid and adhere to requirements of policy and procedure.
- Prepare computer generated call-out for prisoner to report to Quartermaster for issuance of needed items.
- Ensure forms are completed properly itemizing all sizes, quantities and condition and procure proper signatures for State issue received.
- Facilitate transfer of departing prisoners' Quartermaster file to receiving facility.
- Generate A-60 and procurements requests to maintain stock levels.
- Log and record orders received from Regional Quartermaster.
- Completes record of daily issue/exchange, and applies to inventory.
- Generates proper documentation for prisoner's lost, missing or damaged clothing/linens/
- Conducts monthly inventory of all Quartermaster stock and reports appropriately.
- Maintains daily tool reports, weekly sanitation inspections, housekeeping schedules and caustics logs.
- Assists in facility monthly sanitation inspections as assigned.
- Prepare yearly ACA updated documentation as assigned.
- Prepares grievance responses, any necessary misconducts resulting from behavior/actions of call-out prisoners.
- Preparation of work reports/discipline and any necessary misconducts, prepare prisoner payroll.

Duty 3

General Summary:

Percentage: 5

Preparation & receipt of soiled laundry/linens.

Individual tasks related to the duty:

- Ensure use of universal precautions in handling/transportation of potentially contaminated laundry.
- Prepare and seal laundry carts prior to departure from Quartermaster.
- Transport Quartermaster laundry/linens to/from established pick-up/delivery point.
- Supervises receipt (counting & recording) of laundered State issue.

Duty 4

General Summary:

Percentage: 5

Inventory Control

Individual tasks related to the duty:

- Pick up inventory from and/or supervise unloading of delivery truck from warehouse.
- Sign for stock from Regional Quartermaster.
- Inventory stock against shipping documents to verify received order.
- Supervise prisoners unloading stock.
- Maintain security of the stock coming off truck.
- Check all stock received to ensure good condition and correctness of ordered items.
- Ensure stock is placed and secured in designated locations within Quartermaster.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Interpretation of Quartermaster policy requirements and rules with proper documentation of required issuance. Prisoners may be affected if misconducts are written due to improper sizing, numbering or condition of clothing/linens. Prisoners can be held financially liable for costs of willfully damaged or lost state issue if documentation reliably reflects particulars of items issued. Grievances can result from failure to follow policy in issuing properly and within time frames dictated. Determine validity of need, as proscribed in policy, at the point of issue/exchange. Prisoners must be dealt with fairly to avoid verbal/physical confrontation and subsequent grievance and /or lawsuits.

17. Describe the types of decisions that require the supervisor's review.

Problems arising from other than normal daily business such as staff absences, disturbances, changes in policy requirements affecting Quartermaster stock/need and other requests/changes outside the confines of the Quartermaster

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Pushing laundry carts loaded with soiled laundry/linens, weighing several hundred pounds.

Dealing face to face with convicted felons who may become unruly/violent if they do not receive requested State issue or exchange. Supervision, in isolated area, of prisoner workers with little staff back-up or immediate help available.

Direct exposure to variety of contaminants in soiled clothing/bed linens.

Transferring state issue between buildings, including time periods of inclement weather.

Bending and lifting bags and boxes that may weigh up to 50 lbs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To work as a member of a team responsible for the delivery of warehouse, prisoner store and quartermaster services to the staff and prisoners housed at a multi-level correctional facility. To monitor and be accountable for all inventories with the area of control. To ensure the distribution of supplies, materials and products to the end users. To ensure all areas within the facilities are given the proper support needed to successfully complete its objective.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

25. What is the function of the work area and how does this position fit into that function?

The work area is part of the administrative support operations of the prison. Its function is to serve as a central point for the receipt, storage, and distribution of frequently used supplies and materials for the institutions. In addition, the warehouse performs quartermaster and prisoner store functions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Storekeeper 7

Three years of experience in the inventory, storage, handling, and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment, including two years equivalent to the Storekeeper E6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standards, practices, control procedures and equipment used in the receipt, storage, requisitioning and disbursement of supplies and materials. Ability to operate machinery (fork lifts, power pallet movers, utility vehicles). Ability to schedule and prioritize tasks to meet the needs of the facility. Must be proficient with computers and have the ability to communicate effectively with others.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

ASHLEY NORTON

12/21/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date