State of Michigan
Civil Service Commission

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

Position Code
1. STORKPRAA93R

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-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Correctional Facilities Administration
4. Civil Service Position Code Description STOREKEEPER-A	**10. Division** Chippewa Correctional Facility
5. Working Title (What the agency calls the position)	**11. Section** Business Office
6. Name and Position Code Description of Direct Supervisor BESEAU, DEREK J; STOREKEEPER SUPERVISOR-1	**12. Unit** Warehouse
7. Name and Position Code Description of Second Level Supervisor BENOIT, KRISTINA C; ADMINISTRATIVE MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 4269 W M 80; KINCHELOE, MI 49788 / 0700-1530 Monday-Friday

14. General Summary of Function/Purpose of Position

To perform the duties needed to operate the Warehouse/Prisoner Store/Quartermaster areas.

To receive, stock and deliver commodities to the Correctional Facilities within a two mile radius.

To supervise prisoner workers in the performance of these tasks.

To perform related work as assigned.

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: 35**

To receive, store, maintain and issue all clothing to inmates. To complete related paperwork regarding clothing items issued to and returned by prisoners. To clean and repair clothing and shoes to be issued to prisoners. To supervise prisoner employees in the performance of these tasks. To assist in the sanitation of the Quartermaster building. Some of these duties required the use of propane and battery operated forklifts, pallet trucks, pallet pullers, hand trucks and assorted trucks and vans.

Individual tasks related to the duty:

- Prisoner Clothing Issuance – To ensure clothing of the proper sizes are stocked to be issued to inmates. To maintain files on inmate issuance to ensure prisoner property is in accordance with policy.
- Laundry – Clean all clothing received by prisoners exchanges or ride outs.
- Sewing & Shoe Repair – To supervise and train prisoner to repair clothing and shoes on various types of equipment.
- Prisoner Employees – To supervise prisoner employees to perform various duties on a daily basis. Prepare prisoner payroll as required.
- Distributing Caustics - Caustics for the West are stored in the West Quartermaster building. Supervise inmates while they collect what they need for each unit. (West side only)

Duty 2

General Summary: **Percentage: 30**

To assist in the receiving and delivery of Prisoner Store & Friends & Family. This would include operating any vendor software provided, receiving store deliveries and completing necessary paperwork for orders received and delivered. To ensure that orders are received, secured and delivered timely to prisoner or return to vendor. To deliver store orders inside the Correctional Facilities of a two mile radius which could require the use of propane and battery operated forklifts, pallet trucks, pallet pullers, hand trucks and assorted trucks and vans. To supervise prisoner workers and perform counts as procedure requires. To perform other duties as assigned.

Individual tasks related to the duty:

- Receiving Orders – To receive Prisoner Store orders and process the proper paperwork to document order delivery, return or other action.
- Prisoner Employees – To supervise prisoner employees to perform various duties on a daily basis. To perform counts as procedure requires. Train and review prisoner work rules with new prisoner employees.
- Equipment – Use equipment to load and unload trucks and to maneuver commodities around the prisoner store. To maintain and ensure all equipment is in good working order for the safety of staff and prisoner workers.

Duty 3

General Summary: **Percentage: 30**

To assist in the operation of the Warehouse. This would include ordering, receiving, storing, maintaining and issuing all commodities in the Warehouses servicing Correctional facilities in the area. To ship out materials/return merchandise to vendors. To ship out materials/merchandise for Michigan State Industries to various governmental agencies, correctional facilities state wide and out of state vendors. To supervise prisoner employees in the performance of these tasks. To assist in the sanitation of the Warehousing buildings. To deliver supplies to all areas both inside and outside of the facilities in a two mile radius as assigned. These duties require the use of propane and battery operated forklifts, pallet trucks, pallet pullers, hand trucks and assorted trucks and vans. To perform other duties as assigned.

Individual tasks related to the duty:

- Receiving – To ensure all commodities received meet the specifications according to what the facilities ordered. Must check all deliveries for contraband to ensure the safety of the facilities. After commodities are approved, prepare paperwork for distribution. If commodities are for inventory, warehouse dates the commodity and puts them away according to the commodity numbers and dates. Enters receiving documents on MAIN or any replacement program.
- Prisoner Store/Friends & Family – Receives and confirms vendor manifest to order delivered. Secures orders for delivery to prisoners. Completes follow up documentation to reflect action taken with each order and the final outcome. Issue/Distribution – When commodities are ready for distribution, makes deliveries to the prisoner inside/outside of the facility.
- Ordering – Enter requisitions on MAIN to order revolving inventory materials and supplies according to established standards.
- Prisoner Employees – To supervise prisoner workers to perform various duties on a daily basis. To perform counts on inmate workers on as procedure requires.
- Equipment – Use equipment to load and unload trucks and to maneuver commodities around the warehouse. To maintain or to ensure all equipment is in good working order for the safety of all employees.
- Complete required weekly and/or monthly reports such as vehicle inspection, job safety, sanitation, tool and fire extinguisher and others as added.

Duty 4

General Summary: **Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Swapping out Furniture/Equipment – The Warehouse is in charge of removing and/or replacing certain equipment in the prison. This equipment may include: desks, tables chairs, mattresses, kitchen equipment, etc.
- MSI Material – The Warehouse receives in trucks for MSI with large fabric rolls – these rolls are not on pallets and must be hand loaded. Each roll could weigh anywhere from 50-100 lbs.
- Weight Equipment – The Warehouse is responsible for moving out broken weight equipment that may become a danger to someone or the prison.
- Cold Storage – The Warehouse is responsible for the organization and availability in cold storage. This may mean it needs to be cleaned out every so often.

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

Routine decisions on receiving, distributing, issuing of Warehouse/Prisoner Store/Quartermaster. Determine majority of duties the prisoner workers will perform.

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

Safety and security, Schedule changes, and decisions that are unusual or would affect facility staff and/or prisoner population.

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.

Lift weights up to 50 lbs. without assistance or up to 80 lbs. with assistance, either by a co-worker or equipment (i.e. hand truck). Work in freezers at minus 15 degrees for extended periods of time. Inclement weather. Incumbent has regular unsupervised access to and direct contact with prisoners, probationers or parolees.

Walking, standing, bending, climbing, twisting, lifting is required daily. Movement in and out of vehicles and buildings.

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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.

N	Orally reprimand.	N	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?

The essential duties of this position are to assist in the operation of the Warehouse/Prisoner Store, Quartermaster operations and to supervise prisoners in the performance of their duties.

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

The essential functions of this position have not changed. The agency is requesting to update the PD to accurately reflect the required physical effort to perform this job.

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

To provide opportunity for prisoners to purchase food and non-food items that are not provided by the facility as required by Departmental Policy.

To ensure that facility staff has adequate supplies, materials, and equipment.

Be the point of service for receiving and delivery of good and supplies.

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 storage, handling and distribution of materials, or in the operations of mail handling and sorting machines, and related equipment, including two years equivalent in responsibility to the experienced level Storekeeper E6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Computer skills, ability to operate forklift and pallet jacks.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license

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.

None.

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

ISIAH OTTEN	10/7/2026
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**