

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/14/16

CLOSING DATE: 12/21/16 (4:30 PM)

SCDC INTERNAL TITLE: SUPPLY MGR - COMMISSARY SCDC POSITION #: 013940
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0530 AM - 0130 PM
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: SUPPLY MANAGER I STATE JOB CLASS: AC07
PAY BAND/LEVEL: 04 A
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 026988 - \$ 030804 SCEIS POSITION #: 61017817

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE DIRECTLY RELATED
TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). THREE (3) YEARS WORK EXPERIENCE IN A COMMERCIAL
LAUNDRY/SUPPLY ENVIRONMENT, INCLUDING ONE (1) YEAR SUPERVISORY
EXPERIENCE.

DESCRIPTION OF DUTIES:
SUPERVISES ALL LAUNDRY ACTIVITIES WHICH INCLUDES THE FOLLOWING:
ORDERING SUPPLIES, ENSURING STOCK IS KEPT AT DESIRED INVENTORY LEVELS;
ESTABLISHING SYSTEM FOR RECEIPT, EXCHANGES, AND LAUNDERING OF INMATE
CLOTHING AND ESTABLISHING SYSTEM TO PROPERLY CODE INMATE PERSONAL
LAUNDRY BAGS TO ENSURE RETURN TO RIGHTFUL OWNER. SUPERVISES ALL
INMATE WORKERS. SUPERVISES COMMISSARY AND BARBER SHOP OPERATIONS IN
THE ABSENCE OF THE COMMISSARY MANAGER. HOURS MAY FLUCTUATE BASED ON
INSTITUTIONAL DEMAND.

COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
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