

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 06/15/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: SUPPLY MGR

SCDC POSITION #: 010833

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: SUPPLY MANAGER I

STATE JOB CLASS: AC07

PAY BAND/LEVEL: 04 A

BAND: 04

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 026988 - \$ 034866 SCEIS POSITION #: 61020942

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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). ONE (1) YEAR WORK EXPERIENCE IN A COMMERCIAL

LAUNDRY/SUPPLY ENVIRONMENT, INCLUDING ONE (1) YEAR SUPERVISORY

EXPERIENCE. EXPERIENCE IN PERSONAL COMPUTERS AND SAP (SCEIS) WOULD BE

BENEFICIAL.

DESCRIPTION OF DUTIES:

UNDER THE DIRECT SUPERVISION OF THE COMMISSARY MANAGER, SUPERVISES THE

LAUNDRY OPERATION TO INCLUDE; ORDERING SUPPLIES, MAINTAINING

ACCOUNTABILITY FOR ALL LAUNDRY ITEMS, ENSURING CLEANLINESS AND PROPER

HANDLING OF INMATE CLOTHING, ENSURING MACHINERY IS WORKING PROPERLY

AND ADJUSTING THE LAUNDRY SCHEDULE AS NEEDED TO ACCOMMODATE HOLIDAYS.

ALSO ASSISTS THE COMMISSARY MANAGER IN ORDERING, DISTRIBUTING AND

ACCOUNTING FOR ALL COMMISSARY SUPPLIES THROUGH THE MAINFRAME AND

THROUGH SAP.(SCEIS).POSITION TO REMAIN OPEN UNTIL FILLED.

COMMENTS:

OPEN UNTIL FILLED