SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/18/16 CLOSING DATE: 11/29/16 (4:30 PM)

SCDC INTERNAL TITLE: DRIVER - FOOD SERVICE SCDC POSITION #: 011703
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: FOOD SER WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 032499 SCEIS POSITION #: 61016873

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). THREE (3) YEARS OF FOOD WAREHOUSE DELIVERY
EXPERIENCE. MUST BE ''CDL CLASS A'' CERTIFIED FOR TRACTOR/TRAILER.
(NO CLASS 'E' RESTRICTIONS). MUST PROVIDE 10 YEAR DRIVING RECORD.

DESCRIPTION OF DUTIES:
SUPERVISE SIX SUBORDINATE TRACTOR-TRAILER DRIVERS. TRAIN, SUPERVISE,
AND EVALUATE INMATES ASSIGNED TO LOADING AND UNLOADING SUPPLIES IN
DAY-TO-DAY ACTIVITIES. DRIVE TRACTOR TRAILER TRUCK AND OPERATE
REFRIGERATION SYSTEMS. PERFORM ROUTINE DAILY VEHICLE MAINTENANCE, TO
INCLUDE CHECKS OF OIL, WATER, TIRES, FUEL, REFRIGERATION UNITS, ETC.
MAINTAIN DAILY TRIP TICKETS OF DELIVERIES. RECONCILE, COLLATE AND
DELIVER ALL ORDER AND SHIP DOCUMENTS TO THE FOOD SERVICE WAREHOUSE.
COMMENTS:
MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING
TWO POSITIONS WILL BE FILLED FROM THIS VACANCY.