SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/14/17 CLOSING DATE: 07/21/17 (4:30 PM)

SCDC INTERNAL TITLE: DRIVER - FOOD SERVICE SCDC POSITION #: 013336
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 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 040753 SCEIS POSITION #: 61016880

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:
UNDER THE GENERAL SUPERVISION OF THE TRANSPORTATION SUPERVISOR,
RESPONSIBLE FOR PICK-UP, LOADING, DELIVERY AND UNLOADING OF FOOD
PRODUCTS AND CAFETERIA SUPPLIES IN A CORRECTIONAL SETTING
(INSTITUTIONS AND WAREHOUSE). PROVIDE SERVICE FOR ALL INSTITUTIONAL
CAFETERIAS IN THE MOST EFFICIENT AND ECONOMICAL MANNER WHILE
SUPERVISING AND TRAINING INMATES IN WAREHOUSING PROCEDURES THAT CAN
BE UTILIZED UPON THEIR RELEASE. MUST HAVE CLASS A CDL LICENSE AND BE
ABLE TO DRIVE A TRACTOR/TRAILER.