

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/11/17

CLOSING DATE: 10/18/17 (4:30 PM)

SCDC INTERNAL TITLE: DRIVER - FOOD SERVICE SCDC POSITION #: 016490

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 #: 61016881

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

THREE (3) YEARS EXPERIENCE IN WAREHOUSE DELIVERY EXPERIENCE. MUST BE CDL CLASS A CERTIFIED FOR TRACTOR/TRAILER.

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.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING