SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 11/08/18 CLOSING DATE: 11/16/18 (4:30 PM)

SCDC INTERNAL TITLE: SUPPLY MGR I SCDC POSITION #: 019673
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: MACDOUGALL CORRECTIONAL INST., RIDGEVILLE (BERKELEY) LEVEL 2

STATE JOB TITLE: SUPPLY MANAGER I STATE JOB CLASS: AC07
PAY BAND/LEVEL: 04 C
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 029192 - $ 037695 SCEIS POSITION #: 61020912

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). TWO (2) YEARS' EXPERIENCE IN SUPPLY MANAGEMENT OR A RELATED FIELD, TO INCLUDE ONE (1) YEAR SUPERVISORY EXPERIENCE.
REQUIRES EXPERIENCE IN ACCOUNTING, MERCHANDISING, INVENTORY CONTROL, LOSS PREVENTION AND PERSONAL COMPUTERS. EXPERIENCE IN SAP (SCEIS) WOULD BE BENEFICIAL.

DESCRIPTION OF DUTIES:
WITH LIMITED SUPERVISION, MANAGES AND DIRECTS ALL COMMISSARY, BARBER SHOP AND LAUNDRY OPERATIONS, RECEIVING AND FIXED ASSETS. RESPONSIBLE FOR ORDERING, RECEIVING AND STORING OF ALL JANITORIAL SUPPLIES AND EMPLOYEE AND INMATE CLOTHING AND MAINTAINING INVENTORY OF ALL COMMISSARY ITEMS. ENSURES PROPER SANITATION, CLEANLINESS AND SAFETY OF ALL AREAS OF RESPONSIBILITY. RESPONSIBLE FOR ENSURING STRICT ADHERENCE TO SCDC POLICIES FOR ALL AREAS OF RESPONSIBILITY.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING.