

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/15/18

CLOSING DATE: UNTIL FILLED

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

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