

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

Civil Service Title: Commissary Manager	Level: 00
Title Code No: 54910	Salary: \$29,560-\$40,921 Frequency: ANNUAL
Business Title: Commissary Manager	Work Location: 15-00 Hazen Street, East Elmhurst, New York 11370
Division/Work Unit: North Infirmery Command	Number of Positions: 1
Job ID: 178035	Hours/Shift: Day Tour

**Job Description**

The Department of Correction seeks to recruit a Commissary Manager to oversee and manage the daily operations of the North Infirmery Command (N.I.C.) inmate commissary. Under general supervision, the Commissary Manager is responsible for vending commissary merchandise to the inmate population; ensure all purchases and exchanges are entered into the IFCOM system accurately; ensure freshness of commissary merchandise; maintain inventory control records, order supplies, check invoices, inmate receipts, delivery receipts, and purchase orders; prepare and compile daily transaction records; ensure perishable food items are stored according to departmental policies and food safety guidelines; ensure proper rotation of commissary merchandise; oversee a small staff of inmates in operating the prison commissary including cleaning, unloading supplies, and stocking shelves; record inmate commissary transactions; provide correctional staff and inmates with merchandise availability and price lists; perform monthly and annual commissary stock inventory; prepare daily, weekly and monthly reports; work with correctional staff to limit damages, losses, and theft of commissary merchandise; and perform other related duties as assigned.

**Minimum Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and (1) one year of satisfactory, fulltime experience in managing, operating or maintaining the supply system for a food service store; retail sales, inventory control, hospital gift shop, military or institutional commissary; merchandise purchasing or related field; or
2. Two (2) years of full-time experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least one year of full-time experience as described in "1"above.

**Preferred Skills**

Ability to understand and prepare records and reports. Ability to maintain inventory and order supplies. Ability to establish and maintain office files and records. Good communication and interpersonal skills. Ability to establish and maintain effective working relationships with correctional uniformed and non-uniformed staff. Knowledge of the inmate information system (IIS) and the inmate financial commissary management system (IFCOM) is a plus.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#178035

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#178035

Attn: Shynelle Venzen

Submission of a resume is not a guarantee that you will receive an interview.  
Only those candidates under consideration will be contacted.

Posting Date: **12/10/2014**

Post Until: **12/24/2014**