

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

<b>Civil Service Title:</b> Commissary Manager	<b>Level:</b> 00
<b>Title Code No:</b> 54910	<b>Salary:</b> \$29,560.00/\$33,403.00-\$40,921.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Commissary Manager	<b>Work Location:</b> Hazen Street, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Robert N. Davoren Center	<b>Number of Positions:</b> 1
<b>Job ID:</b> 178774	<b>Hours/Shift:</b> Day Tour

**Job Description**

The Department of Correction seeks to recruit a Commissary Manager to oversee and manage the daily operations of the Robert N. Davoren Center (R.N.D.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**

**Qualification Requirements**

Graduation from a senior high school, or a high school equivalency diploma, or an equivalent G.E.D. certificate issued by the Armed Forces; and

1. One (1) year of satisfactory, full-time, paid, responsible experience in operating or maintaining the supply system for a food store, candy store, general goods store, food service store, hospital gift shop or institutional commissary involving responsibility for dealing with a large variety and quantity of supplies including the ordering of supplies and the maintenance of records of inventory, stock issued and cash receipts; or

2. A satisfactory equivalent.

**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#178774**

**For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#178774**

**Attention: 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:** 12/17/2014

**Post Until:** 12/31/2014