

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

<b>Civil Service Title:</b> Commissary Manager	<b>Level:</b> N/A
<b>Title Code No:</b> 54910	<b>Salary:</b> \$30,754.00 - \$34,752 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Commissary Manager	<b>Work location:</b> Rikers Island (Hazen Street), East Elmhurst, New York 11370
<b>Division/Work Unit:</b> AMKC/OBCC/NIC/RMSC	<b>Number of Positions:</b> 4
<b>Job ID:</b> 265887	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of inmates 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 12 inmate jail facilities including nine on Rikers Island, the court commands in each of the five boroughs, and two prison hospital wards. The department manages an average daily population of over 11,500 inmates and employs more than 10,000 uniformed and non-uniform staff.</p> <p>The Department of Correction seeks to recruit a Commissary Manager to oversee and manage the daily operations of the various inmate commissary. Under general supervision, the Commissary Manager is responsible for;</p> <ul style="list-style-type: none"> <li>• Vending commissary merchandise to the inmate population.</li> <li>• Ensuring all purchases and exchanges are entered into the IFCOM system accurately.</li> <li>• Ensuring freshness of commissary merchandise.</li> <li>• Maintaining inventory control records, order supplies, check invoices, inmate receipts, delivery receipts, and purchase orders.</li> <li>• Preparing and compiling daily transaction records</li> <li>• Ensuring perishable food items are stored according to departmental policies and food safety guidelines.</li> <li>• Ensuring proper rotation of commissary merchandise.</li> <li>• Oversee a small staff of inmates in operating the prison commissary including cleaning, unloading supplies, and stocking shelves.</li> <li>• Recording inmate commissary transactions; provide correctional staff and inmates with merchandise availability and price lists.</li> <li>• Performing monthly and annual commissary stock inventory.</li> <li>• Preparing daily, weekly and monthly reports.</li> <li>• Working with correctional staff to limit damages, losses, and theft of commissary merchandise.</li> <li>• Performing other related duties as assigned.</li> </ul>	
<b>Qualification Requirements</b>	
<p>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</p> <ol style="list-style-type: none"> <li>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</li> <li>2. A satisfactory equivalent.</li> </ol>	
<b>Residency Requirements</b>	
<p>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.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# 265887 For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# 265887 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
<b>Post Date:</b> 10/4/16	<b>Post Until:</b> 10/18/16

**The City of New York and the Department of Correction are Equal Opportunity Employers**